

## HOW TO RAISE A CHANGE REQUEST OR CORRECTIVE ACTION

In this Training Manual you will be shown how to raise a change request or corrective action for the change of the QMS

### **Step 1:**

“Double left click” on the KZNCN Campus Management System Icon on the Desktop (Indicated in Figure 1)

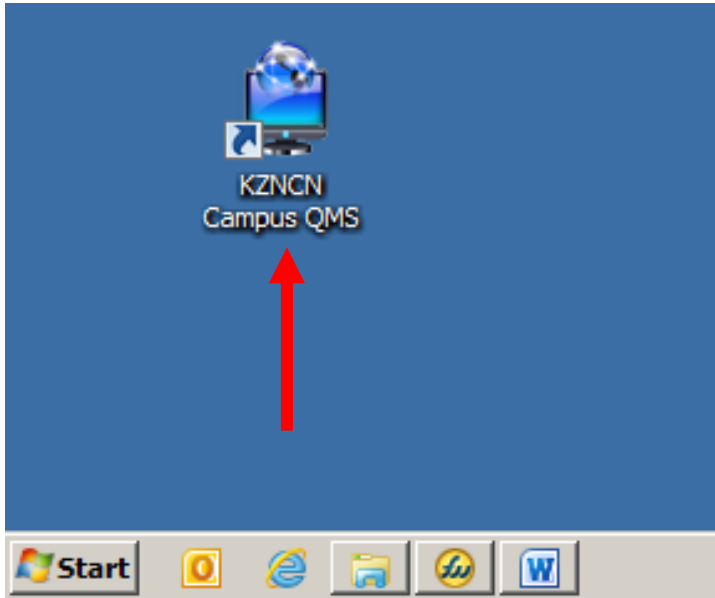


Figure 1 notes:

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### **Step 2:**

In the QMS Portal select the Change request button (Indicated in Figure 2). This may also be accessed through the CAR system



Figure 2 notes:

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### Step 3:

The change request, CAR form will now open in Microsoft outlook. You can now complete all the fields on the form.

(Indicated in Figure 3)


Forms & Checklist				
Document : C.A.R Form				
Document Number: KZNCN-QMS-04-009	Revision No: 0			
Date: 19 <sup>th</sup> March 2012	Page: 1 of 1			
Approved By: Quality Management Representative				
CORRECTIVE, PREVENTATIVE, AMENDMENT & NON-CONFORMANCE REPORT No [insert number]				
[insert date]				
Please indicate with a cross over type of action requested and target date estimated for completion below to encourage good and quick turnaround time in addressing the actions needed.				
	CORRECTIVE ACTION	PREVENTIVE ACTION	AMENDMENT REQUEST	NON-CONFORMANCE
TARGET DATE				
ACTUAL DATE				
Note this document must be captured onto the "Action Tracker Tool" in the Quality Management System				
DESCRIBE PROBLEM / NATURE OF CHANGE REQUIRED				

Figure 3 notes:

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### Step 4:

After completing the entire form you can now insert the person / employee responsible for addressing the request e-mail address and send.

(Indicated in Figure 4)

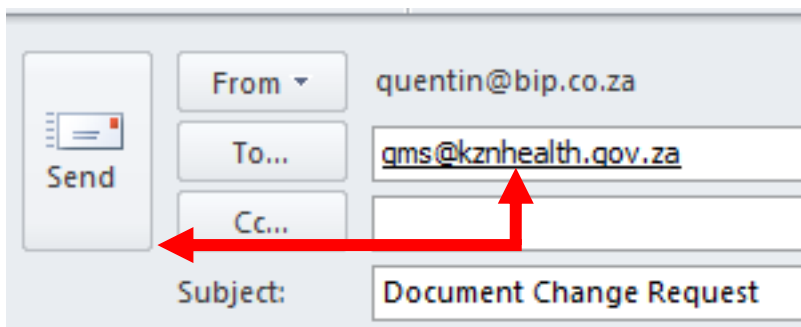


Figure 4 notes:

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