**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:**

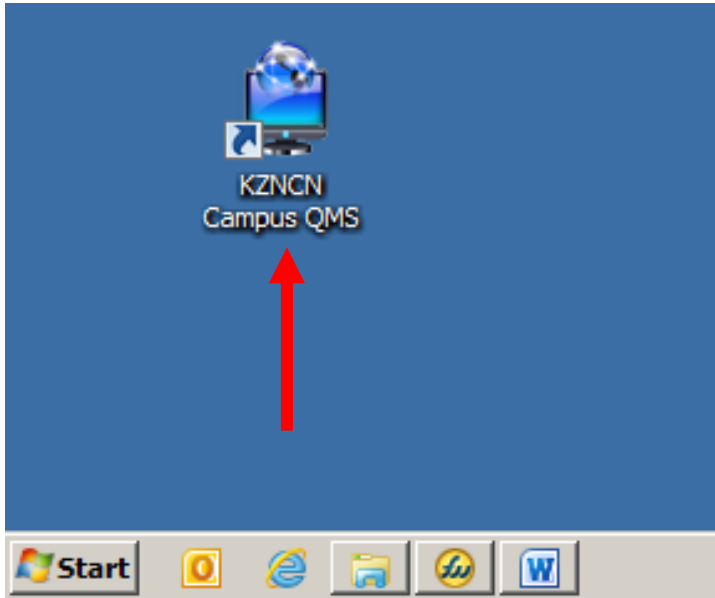"Double left click" on the KZNCN Campus Management System Icon on the Desktop (Indicated in Figure 1)



*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)



*Figure 3 notes:*

**Step 4:**

After completing the entire form you can now insert the person / employee responsible for addressing the request e-mail address and send.
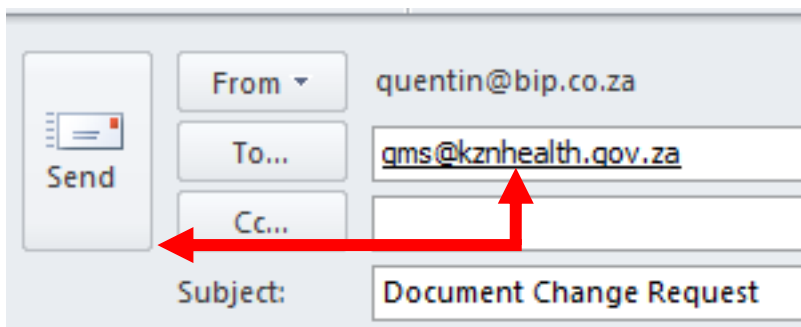
(Indicated in Figure 4)



*Figure 4 notes:*