

[LOGO]	Contractor: [COMPANY NAME]	Reference: <b>COMPANY STANDARD PROCEDURES</b>
Document Title:  <b>PAR PROCEDURE</b>	Document no:  [CSP - 00]	Revision:  00

# PREVENTATIVE ACTION PROCEDURE

**TEMPLATES ASSOCIATED WITH THIS PROCEDURE IS EXCLUDED AS IT FORMS PART OF THE QUALITY CONTROL PACKAGE**

## REVISION RECORD

These procedures are issued under the authority of the Managing Director and apply when carrying out these activities described. Revisions may be issued from time to time, as necessary, under the authority of the Quality Control department. Revisions will be recorded on the revision schedule, which will be issued with the revised pages.

Rev.	Date	Description	Prepared by	Checked	Approved
00	22-May-13	Initial Issue	XXXX	XXX	XXX

## UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]

 <b>[COMPANY NAME]</b>	Contractor: <b>[COMPANY NAME]</b>	Reference: <b>COMPANY STANDARD PROCEDURES</b>
Document Title: <b>PAR PROCEDURE</b>	Document no: <b>[CSP - 00]</b>	Revision: <b>00</b>

## CONTENTS

<b>1. SCOPE.....</b>	<b>3</b>
<b>2. GENERAL .....</b>	<b>3</b>
2.1    PROCEDURE RESPONSIBILITY.....	3
2.2    APPLICABILITY .....	3
<b>3. PROCEDURE.....</b>	<b>3</b>
3.1    INITIATING A PREVENTIVE ACTION REQUEST (PAR) .....	3
3.2    APPROVAL .....	3
3.3    PAR REGISTER .....	4
3.4    CORRECTIVE ACTION REQUEST.....	4
<b>4. RISK ALERTS .....</b>	<b>4</b>
<b>5. DOCUMENTATION .....</b>	<b>4</b>
TEMPLATE 4 – PREVENTATIVE ACTION REQUEST.....	5
TEMPLATE 2 - PREVENTATIVE ACTION REQUEST (PAR) REGISTER .....	6
TEMPLATE 3 – RISK ALERT .....	7

---

### UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]