

# SCAR (Supplier Corrective Action Report)

\*\* Response Required within 72 hours of Receipt\*\*



## \*Section 1 (Completed by PAR Systems)

Supplier:	Date:	NCR #:	Purchase Order#/Line Item:	Part Number:

Lot Quantity:		Quantity Accepted:	
Quantity Inspected:		Quantity NCR'd:	

Non-Conformance Information	
Type of Non Conformance:	Responsible:
Non-Conformance Description:	

## \*Section 2

Supplier Cause Analysis (Completed by Supplier):

## \*Section 3

Supplier Corrective Action (Completed by Supplier):

## \*Section 4

Supplier Preventive Action (Completed by Supplier):

Supplier Signature:		Date:	
PaR QA Signature:		Date:	

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## Instructions for Completing the Supplier Corrective Action Report Form

**Section 1 is to be completed by PAR Systems.**

### Section 2

Root Cause Analysis methodology should be used for effective problem solving. This section should include a description of the root cause of the deviation or non-conformance. It is good practice to continue to ask “why” until the root cause is substantially determined. Example:

- Why did the operator make the error? Because he wasn't paying attention.
- Why? Because he was involved in excessive conversation with a co-worker.
- Why? Because he did not understand the criticality of the job he performs.
- Why? Because he was not adequately informed by management.
- Why? Because management had not identified the need for this specific communication.

(“Operator Error” itself is not an acceptable cause!!)

### Section 3

This section shall include the actions defined to correct the specific causes identified in section 3.

### Section 4

This section shall include actions defined to ensure that the non-conformance does not recur.