

**CAR FORM FILLING INSTRUCTIONS**

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| Box 1 | Corrective Action Request Number |
| Box 2 | Supplier Company Name |
| Box 3 | **LH** Internal Identification Number |
| Box 4 | CAR Reference Document |
| Box 5 | CAR Reference Chapter |
| Box 6 | CAR Reference Area Description |
| Box 7 | Audit Date |
| Box 8 | CAR Level |
| Box 9 | Finding Description |
| Box 10 | **LH** Audit Team Leader Name and Signature |
| Box 11 | **LH** Auditor Name and Signature |
| Box 12 | Supplier Representative Name and Signature |
| Box 13 | Root Cause Analysis: a minimum of 3 levels of Whys are mandatory |
| Box 14 | Containment Action Definition |
| Box 15 | Corrective/Preventive Action Definition |
| Box 16 | Corrective/Preventive Action Expected Closure Date. This Date *shall* not be exceeded |
| Box 17 | Supplier Name after definitions of Containment and Corrective/Preventive Actions |
| Box 18 | Supplier Signature after definitions of Containment and Corrective/Preventive Actions |
| Box 19 | Date of Definitions of Containment and Corrective/Preventive Actions |
| Box 20 | Auditor Definitions Acceptance Name |
| Box 21 | Auditor Definitions Acceptance Signature |
| Box 22 | Auditor Definitions Acceptance Date |
| Box 23 | Supplier Name after implementation of Containment and Corrective/Preventive Actions |
| Box 24 | Supplier Signature after implementation of Containment and Corrective/Preventive Actions |
| Box 25 | Supplier Date of implementation of Containment and Corrective/Preventive Actions. This date *shall* not exceed the Corrective/Preventive Action Expected Closure Date |
| Box 26 | Closure Acceptance Date |
| Box 27 | Confirmation of Acceptance |
| Box 28 | Auditor Name of Acceptance of Closure |
| Box 29 | Auditor Signature of Acceptance of Closure |