

APPENDIX F
 CORRECTIVE ACTION REQUEST (CAR)

F-1. General. The following includes a: (1) blank CAR form and (2) sample CAR form that has been completed for a particular project. The sample CAR form is provided for informational purposes only and shall be modified for project-specific needs.

Table F-1. Blank CAR Form

CORRECTIVE ACTION REQUEST NO. (1,2,3, etc. for the T.O.)
USACE Representative:
Date Issued:
Issued to: (<i>Contractor</i>)
Response Due: (<i>Based on type of nonconformance</i>)
Contract # and T.O. #
Project Name/Location:
Nonconformance Type (circle one): Critical Major Minor
Description of Condition Found:
Apparent Cause:
(The Contractor will provide the following information to the Contracting Officer and USACE PM by the "Response Due" date above. Please contact the USACE Representative listed above if you have any questions)
Actual Cause: (Contractor will investigate and determine cause of condition reported above. Actual cause should be stated as specifically as possible)
Action Taken to Correct Condition: (Corrective Action should address root cause, not the symptom)
Action Taken to Prevent Recurrence:
Action Taken to Monitor Effectiveness of Corrective Action: (Generate data as proof. State the monitoring method put in place and who is responsible for reviewing data.)
Contractor Representative Signature/Title/Date Signed: (Form must be signed before returning)

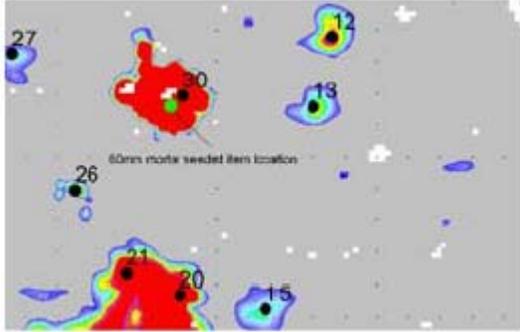
EM 1110-1-4009
15 Jun 07

CORRECTIVE ACTION REQUEST NO. (1,2,3, etc. for the T.O.)
<p>(USACE Project Team Use Only)</p> <p>Review of Corrective Action:</p> <p>1) Has condition improved? ___ Yes ___ No</p> <p>2) Additional corrective action required? ___ Yes ___ No</p> <p>Comments:</p> <p>Completed form provided to Contracting Officer: (Date)</p>

Table F-2. Sample CAR Form

CORRECTIVE ACTION REQUEST REQUEST NO NO. :CEHNC-ED-CS-G-FY03_0002	
Originator: Bob Selfridge	Date Issued: 31 October 2003
Issued to: <u>I.M.Sorry of ABC Inc.</u>	
Project: <u>Ft. Nowhere Removal Action – 40 acre additional area</u>	
CEHNC Project Manager: <u>Dan Copeland</u>	
CEHNC Project Engineer: <u>Alonzo Andrews</u>	
Response Due: <u>7 November 2003</u>	
Description of Condition Found: (As observed or reported) Government Blind seed items were <u>not</u> removed during the Removal Action. <u>Failure FY03 0002</u> - 60 mm mortar buried at 1.0 foot deep in grid 67.	
(Appropriate personnel, i.e. contractor PM, Safety Officer, Team Leader, etc., receiving the CAR will provide the following information to the originator by the “Response Due” date above. Please contact the originator if you have any questions)	
Actual Cause: (Appropriate personnel will investigate and determine cause of condition reported above. Actual cause should be stated as specifically as possible). The 60 mm mortar in this grid was located just over 1 ft off of anomaly #30. Anomaly #30 was a Rommel stake sticking out of the ground. The photo at the bottom of this CEHNC report shows the distance between the Rommel stake and the item. The area of concern where this item was located was heavily contaminated with ferrous material and hot rocks. During the QA process to locate this item, it required over 3 man hours to locate the item.	
Action Taken to Correct Condition: (Corrective Action should address root cause, not the symptom). A thorough examination of the procedures resulting in the above mentioned condition was performed. The first course of action was to determine whether or not the geophysical sensors detected the item. The site geophysicist interpreting the geophysical data feels that the seeded item was detected, however the items proximity to the highly ferrous Rommel stake and presence of large amounts of ferrous material caused the anomalies to merge into one subsurface disturbance. The interpreting geophysicist selected the entire disturbance as a single anomaly. The source of the condition was determined.	

CORRECTIVE ACTION REQUEST |REQUEST NO| NO. :CEHNC-ED-CS-G-FY03_0002



Anomaly #30 grid 67

The geophysicist went through the Task Order data looking for similar anomalies. These were then looked at by the geophysicist and the UXOQC to determine if additional work needed to be done in those

locations. Six additional anomalies were found that needed further investigation.

Action Taken to Prevent Recurrence: Intrusive teams have been instructed to verify that a 3-foot

radius about the selected location has been cleared. Regardless if a large metallic surface item is present. In addition, interpreting geophysicist has been instructed to select more than the one target location on large subsurface anomalies. This will encourage the intrusive teams to continue their investigation until the anomaly (or anomalies) have been uncovered.

Action Taken to Monitor Effectiveness of Corrective Action: (Generate data as proof. State the monitoring method put in place and who is responsible for reviewing data.)

The Internal quality control personnel will work closely with the intrusive teams to verify that the preventive recurrence actions are being applied.

Team Manager Signature/Title/Date Signed: (Form must be signed before returning)

I. M. Sorry / I. M. Sorry/ Project Manager/ 4 November 2003

(Government Use Only)

Review of Corrective Action:

- 1) Has condition improved? Yes No
- 2) Additional corrective action required? Yes No

Comments:

CORRECTIVE ACTION REQUEST |REQUEST NO| NO. :CEHNC-ED-CS-G-FY03_0002



Item	Item ID	Depth	Dec	Inc	Grid	SW*	SE*	NE*	NW*
60mm	CEHNC-H07	1'	E-W	H		67'57"	80'8"	85'10"	64'3"

* - measured tape distances from corners of grid to item.

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