



ACTION CARD

REF. NO:.....

Campus:.....

Corrective Action

Preventive Action (Improvement)

Concern:

.....
.....

Location:

Date:...../...../.....
yy mm dd

Why is it a concern?

.....
.....
.....

Suggest how it can be corrected or prevented:

.....
.....
.....
.....

Name (optional):.....

Christian Training with a Purpose!

Rev.3

F24

July 2021

INSTRUCTIONS FOR USE

Help us continually improve the quality management system as well as the quality of education received. We appreciate your comments and concerns.

1. Determine if the concern happened already (Corrective Action) or could happen (Preventive Action)
2. Write down the problem, issue or concern
3. Indicate in which area it is occurring (Location) if applicable
4. Indicate the date the issue or concern was noticed
5. State why it is an issue, problem or a concern
6. Write any ideas you may have to solve this problem (Corrective Action), or prevent it from happening (Preventive Action)

Drop completed cards to the following locations:

South Campus: President's Office/ Vice President - Academic Affairs Office/ Administrative Office

North Campus: Extension Coordinator's Office/ Administrative Office

Deep South Campus: Extension Coordinator's Office

NB: All Completed Action Cards must be forwarded to the Management Representative's Office.

NB: All website completed submission, would automatically be forwarded to the relevant campus.