



SUPPLIER CAPA FORM (Corrective & Preventive Action Plan)

Acknowledgement of NCM/ADR & CAPA Request Due by: 1/2/00					
STEP #1: Acknowledge Receipt, Define Issue	NCM #(s):		Date of ABG Issuance:		
	ADR #(s):		Date of Supplier Response:		
	Supplier:		Full Description of Issue:		
	ABG sku(s):				
	Lot #(s):				
	Trade name:				
ABG PO(s):					
For Internal Use Only					
SQD Assignee:		Supplier Recipient's Email:	Lab OOS #:	Adverse Event #:	Field Complaint #:
					CatsWeb CAPA#:
Containment Response Due by: 1/2/00					
STEP #2: Containment <small>Not applicable for ADRs</small>	Describe Containment Actions Taken: _____				
	Date _____				
Root Cause (R/C) Determination Due by: 1/7/00					
STEP #3: Determine Root Cause	R/C of Material/Component Defect (include date)			R/C of Quality System Escape Point(s) (include date)	
Which R/C Method(s) were used? <input type="checkbox"/> 5 Why <input type="checkbox"/> Ishikawa <input type="checkbox"/> Kepner-Tregoe <input type="checkbox"/> DOE <input type="checkbox"/> Other (list) _____					
Corrective Action PLAN Due by: 1/7/00					
STEP #4: Corrective Action(s) <small>Action(s) taken to correct defective material; reduce the rate of failure; reduce the rate of escape</small>	Describe Action(s) Taken _____			Verification of Effectiveness of Action(s) _____	
	Date _____			Date _____	
Preventive Action PLAN Due by: 1/30/00					
STEP #5: Preventive Action(s) <small>Action(s) taken to eliminate the cause(s) of failure and/or escape</small>	Describe Action(s) Taken _____			Verification of Effectiveness of Action(s) _____	
	Date _____			Date _____	
STEP #6: Recognize Team	SUPPLIER TEAM (names, titles): _____				
	AMWAY TEAM (names, titles): _____				

For Steps #1 and #2 - Send Responses To:

- ☐ Nutrilite Division (excluding Amway NA Buyouts)
nutrilitesqd@amway.com
- ☐ Durables, Beauty, Home/Personal Care, ANA Buyouts
Amway.SQD.Ada@amway.com
- ☐ EPC (Enterprise Processing Center)
Procurement.us@amway.com
- ☐ Gurwitch Products
Quality@GurwitchProducts.com

For Steps #3 - #6, all future contact is dependent on issue type/origin:

- Product Quality NCM's → SQD Scientist
- Arrival Defect Reports (ADR's) - QA Lab → SQD Scientist
- For NCM's & QA Lab ADR's, the Name & Email Address of your assigned SQD Scientist can be found in the Email Message that this CAPA FORM was attached to.*
- Arrival Defect Reports (ADR's) - Warehouse → EPC/Costa Rica
- Arrival Defect Reports (ADR's) - Transportation → Transportation Specialist