

SRI LANKA STANDARDS INSTITUTION
FSSC PROCEDURE
PROCEDURE FOR CORRECTIVE ACTION

1. PURPOSE

To ensure that the causes of any nonconformity or deficiency identified within the Management Systems is eliminated in order to prevent recurrence.

2. SCOPE

This procedure is applicable only when nonconformities or deficiencies identified within the FSSC Systems, during the conformity assessment audits for SLSI by FSSC foundation and other nonconforming situations other than the audit.

3. DEFINITIONS

- 3.1. SDD(SC) - Senior Deputy Director (Systems Certification) of SLSI
 3.2. MSCO - Management Systems Coordinating Officer

4. REFERENCES

- 4.1. FSSC - F 8.2 - 01 - Non-Conformity Form.
 4.2. FSSC-F 6.4-26 - Corrective Action Plan for Non-Conformities (CAP)
 4.3. MSC - R 8.0 - 01 - Management Review Records
 4.4. FSSC- G 6.4 -01 - FSSC Guideline on Opening & Closing Nonconformities

5. RESPONSIBILITIES

- 5.1. Senior Deputy Director – SDD(SC)
 SDD(SC) is responsible for ensuring that corrective actions are taken and are effective.
- 5.2. MSCO
 MSCO is responsible for recording and monitoring the identified nonconformities/deficiencies and ensuring corrective actions are completed.

6. PROCEDURE

Task	Responsibility	Related Document
6.1 When a nonconformity is raised it shall be informed to SDD (SC)	MSCO	FSSC-F 8.2-01
6.2 Record the Nonconformity in the internal FSSC system (Details of nonconformity).	SDD (SC)	FSSC - F 8.2 - 01
6.3 Proposed correction and Implement the correction	SDD (SC)	FSSC - F 8.2 – 01/FSSC-F 6.4-26
6.4 Conduct a root cause analysis and impact analysis for the non-conformity	SDD(SC) SDD(SC)	FSSC - F 8.2 – 01/FSSC-F 6.4-26 FSSC-F 6.4-26/ FSSC– G 6.4 –01
6.5 Provide Corrective Action Plan detailing the non-conformity, grading, root cause analysis, correction, results of impact analysis, planned corrective action, responsible person (s), due date, measures of effectiveness and date closing the non-conformity	SDD(SC)	FSSC-F 6.4-26/ FSSC– G 6.4 –01 FSSC - F 8.2 - 01
6.6 Proposed and Implement the corrective action needed in a timely manner.	SDD(SC)	FSSC - F 8.2 – 01
6.7 Take preventive measures and investigate any similar incidences after the corrective actions taken.	SDD(SC)	FSSC - F 8.2 - 01
6.8 Conduct follow up for measure the effectiveness of actions taken and close Non conformity	SDD(SC)	MSC - R 8.0 - 01
6.9 Discuss the details of all Corrective Actions at the Management Review Meeting and further actions to be initiated		

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