
PREVENTIVE ACTION PROCEDURE (DPM-P006)

DCSS – Process Management

1.0 SCOPE:

- 1.1 This procedure is applicable when data analyzed requires the need to initiate preventive action.

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2.0 RESPONSIBILITY:

- 2.1 ISO Co-Management Representatives, Management Review Team

3.0 APPROVAL AUTHORITY:

- 3.1 ISO Co-Management Representatives

4.0 DEFINITIONS:

- 4.1 None required.

5.0 PROCEDURE:

- 5.1 Dougherty County School System will determine the action required to eliminate the causes of potential problems (nonconformities) in order to prevent their occurrence. Preventive Actions shall be appropriate to the effects of the potential problems.
- 5.2 Potential nonconformities and their causes are determined during the Management Review process during the analysis of data in reports identifying trends not acceptable to the system, or other forms of data.
- 5.3 These reports are evaluated and action required to prevent the occurrence of nonconformities is determined.
- 5.4 The action taken is then implemented and documented in the Management Review Meeting minutes or attachments referenced in the minutes. These records are maintained per the Management Review Meeting procedure, DPM-P001.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management Review Procedure, DPM-P001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Per DPM-P001	Per DPM-P001	Per DPM-P001	Per DPM-P001	Per DPM-P001

8.0 REVISION HISTORY:

Date:	Description of Revision:
15-Dec-02	Initial Release.
10-Nov-03	Change in section 5.4.

*** End of Procedure ***