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## Corrective Action & Preventive Action Plan (CAPA)

This is a plan used by Archers Precision Inc. To be applied, in the instance of parts which are discrepant and do not conform to the client's provided blue prints.

**Identify the discrepancy:** An outline of the problem including the process of occurrence, dimensions, or tolerances violated.

**Perform the Root Cause Analysis:** A detailed account of the reason(s) the issue occurred. Including the identification of all contributing factors.

**Corrective Action:** This is the immediate list of actions to correct the non conformance outlined. This could include: reworking, remaking and scrapping of discrepant parts.

**Preventative Action:** These are the proactive steps taken to eliminate the root cause of potential problems in the future. This could include: router changes forms, document control, management review, plot checks, set-up sheets and training.

This plan will be implemented both "in-house" and for client DMR's. If discrepant product was shipped to the client, an RMA number shall be issued and the non-conforming product will be returned to Archers Inc. To both, confirm the discrepancy and the origins of the product. Upon acceptance of the DMR, all parts received and from stock, shall be quarantined in Quality Control. Until analysis and the issuing of the CAPA plan. This plan, will outline whether reworking, or remaking is necessary. Then a work order shall be issued. The work order will be treated as hot/late and be given priority, in Archers Precision Inc. manufacturing, work Que.