



Request for Action

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PHILIPPINE SPORTS COMMISSION

Revision
No.:

0

(PSC)-SOP/QP-04 F01

Effectivity:

January 13, 2017

DESCRIPTION OF NON-CONFORMITY

Nonconformity

OFI

IMMEDIATE ACTION

Action request as a result of:

Internal Quality Audit Service Realization Process/ Others:

REFERENCES (manuals, procedures, policies, , etc.)

Area / Division / Office:

Definition:

NC - Nonconformity. Deviation from a specified requirement that need immediate action.

OFI - Opportunity for Improvement. A lapse in the system that causes minor errors or may cause potential problems and therefore may need to be improved

Note: The PSC head or his/her delegate conducts the final follow-up on unaccomplished corrective/preventive action.



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Initiator _____ <small>Signature over printed name / date Position, Division</small>	Issued by: _____ <small>Signature over printed name / date Position, Division</small>	Issued to: _____ <small>Signature over printed name / date Position, Division</small>
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ANALYSIS (Root Cause)

CORRECTIVE ACTION

IMPLEMENTATION DATE Target date: _____

VERIFICATION OF CORRECTIVE ACTION (must address root cause): Target date: _____

Prepared by: _____ Approved by: _____
Signature over printed name / date Signature over printed name / date
Position, Division Position, Division

FOLLOW-UP ON ESTABLISHED ACTION (refer to DISPOSITION / ACTION)

Date	Result / Additional Action Plan (if unresolved)	Remarks	Auditor / Initiator	Auditee / Person who prepared the disposition / action plan
Initial/First				
Second				

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Final

AGENCY -QP-04 F01, Rev. 0

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