



## PAROLE AND PROBATION ADMINISTRATION

Document Code

OTA-PWI-012

## REQUEST FOR ACTION

Revision Number

003

Page Number

1 of 2

Effectivity Date
------------------

May 25, 2021

**Reference Number :**

This portion is to be filled-out by the Initiator/Auditor and submitted to the Immediate Superior/QMR/IQA Team Leader for issuance.

**Functional Area:**

- NC
- OFI

### DESCRIPTION

Action request as a result of:   ▪ **IQA**       ▪ **External Audit**       ▪ **Process Monitoring**       ▪ **Customer Complaints**

▪ **Others**

**REFERENCE** (*cite the section or title of the manual, procedure, policy, standards, etc.*)

Initiator/ Auditor: \_\_\_\_\_ Issued by: \_\_\_\_\_ Issued to: \_\_\_\_\_  
Chief QMS Leader Auditee/Concerned

This portion is to be filled-out by the RCPAF recipient and returned to IQA Team Leader within ten (10) working days upon receipt.

**DISPOSITION/ ACTION** *Correction (Immediate Action)* *Date completed:*\_\_\_\_\_

**ROOT CAUSE** (attach separate sheet if needed)

