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## Preventive Action Procedure (QAS-P004)

Saint Louis Public Schools

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### 1.0 SCOPE:

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

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1. Management Representative  
2.2. Management Review Team

### 3.0 APPROVAL AUTHORITY:

- 3.1. Management Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1. n/a

### 5.0 PROCEDURE:

- 5.1. The Saint Louis Public Schools will determine the action required eliminating the causes of potential problems (nonconformities) in order to prevent their occurrence
- 5.1.1. 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 district, or other forms of data.
- 5.2.1. Any staff member can submit a Preventive Action Request Form (QAS-F002).
- 5.3. These reports are evaluated and action required to prevent the occurrence of nonconformities is determined.
- 5.4. The action required is then implemented and documented in the Management Review Meeting minutes and on the Preventive Action Log.
- 5.5. These records are maintained per the Record Retention Table below.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1. Preventive Action Log (QAS – F007)  
6.2. Preventive Action Request Form (QAS – F002)

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### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Preventive Action Log	Electronic	Permanent	Permanent	Electronic
Preventive Action Request Form	Electronic	Permanent	Permanent	Electronic

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
04/02/08		Initial Release

**\*\*\* End of procedure \*\*\***