



MAGNUM CONSTRUCTION SERVICES INC.

CORRECTIVE ACTION REGISTER (CAR)

Document Code: MCS-QHSE-17C | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To establish a standardized system for logging, tracking, verifying, and closing all corrective and preventive actions (CAPA) related to safety, quality, environmental, and operational nonconformities.

This register ensures that identified issues are documented, analyzed for root cause, assigned to responsible parties, and closed within defined timelines, supporting continual improvement across Magnum's operations.

2. SCOPE

Applies to all projects, facilities, and departments within **Magnum Construction Services Inc.**, covering:

- Daily/weekly inspections
 - Monthly audits
 - Incident and near-miss investigations
 - Client or regulatory findings
 - Environmental or quality nonconformities
-

3. REFERENCES

- OSHA 29 CFR 1904 – Recordkeeping & Incident Tracking
 - ISO 45001:2018 – Clause 10.2 “Incident, Nonconformity, and Corrective Action”
 - ISO 9001:2015 – Clause 10.2 “Nonconformity and Corrective Action”
 - Magnum Safety Management System (MCS-QHSE-03)
 - Field Safety Program (MCS-QHSE-02)
-



4. DEFINITIONS

- **Nonconformity:** Deviation from a required standard, policy, or regulatory requirement.
- **Corrective Action (CA):** Action taken to eliminate the cause of a detected nonconformity or hazard.
- **Preventive Action (PA):** Action taken to prevent the occurrence of a potential nonconformity.
- **Root Cause:** The fundamental reason the problem occurred, determined through investigation.
- **CAR ID:** Unique sequential identification number assigned to each corrective action (e.g., CAR-2025-001).

5. RESPONSIBILITIES

Role	Responsibilities
Project Manager	Initiates CARs for project-level findings and assigns responsible persons.
Safety Officer / EHS Manager	Tracks CARs, ensures completion, verifies effectiveness of corrective actions.
Responsible Person / Subcontractor	Implements corrective actions within agreed timeframe and reports completion.
Corporate EHS Director	Monitors CAR trends, validates closure, and reports status in monthly dashboard.
Executive Leadership	Reviews high-severity or systemic issues and ensures organizational learning.

6. CORRECTIVE ACTION REGISTER TABLE

See MCS-QHSE-17C1- CORRECTIVE ACTION REGISTER TABLE

(Rows continue as needed for project duration; digital register preferred for traceability.)

7. SEVERITY CLASSIFICATION

Severity Level	Definition	Action Timeline
High (Critical)	Imminent risk of injury, environmental release, or regulatory breach	Correct within 24 hours
Medium (Major)	Potential for significant noncompliance or recurring issue	Correct within 7 days
Low (Minor)	Administrative or procedural deviation	Correct within 30 days

8. CLOSE-OUT VERIFICATION

Each CAR must include documented evidence of verification before closure:

- ✓ Field inspection by Safety Officer
- ✓ Photographic proof or signed completion form
- ✓ Confirmation of root cause correction
- ✓ Preventive control implemented

The **EHS Director** or **Corporate Auditor** signs off only after verifying the effectiveness of the corrective action.

9. PERFORMANCE MONITORING

CAR data is compiled monthly for analysis through the **EHS Performance Dashboard**, tracking:

- Total CARs raised
- CARs closed on time (%)
- Repeat findings (%)
- Leading causes of nonconformities
- Average days to closure

These metrics are reviewed by the Executive Leadership Team to identify systemic improvements and allocate resources where needed.



10. RECORD RETENTION

All CAR records (electronic or hard copy) must be retained for **five (5) years**, in accordance with **Records Management Policy (MCS-ADM-04)**. Digital copies are stored in the corporate **EHS Management System** and accessible to auditors and clients upon request.

11. REVISION & APPROVAL

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____
