



External Provider Corrective Action Request

Instructions: The external provider corrective action request is intended to communicate to an external provider that a nonconformance has been identified in a purchased product or service, or in the external provider's quality system, and that corrective action is necessary. Corrective action is requested when the nonconformance is frequent or of a moderate-to-severe criticality. The request shall be issued by an authorized Valmont supply chain representative, filled out by the external provider, and returned to Valmont (to approve containment and proposed corrective action, and later to verify the corrective action - see due dates below). The completed request shall be retained in the external provider's file, and a copy shall be shared with the external provider.

Date of Request:	Requester:
Containment Due:	Phone:
Corrective Action Due:	Email:
External Provider Name/ID:	
Description of Nonconformance Please be specific and provide objective feedback. Refer to photographs or other records as needed.	
Requirement(s) Unmet: Provide citations to internal and/or external standard. Direct quotations are recommended.	
Containment Action(s): What steps were taken to identify and contain other, related nonconformances (e.g. parts of a nonconforming lot)?	



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Root Cause:

If unknown, identify contributing factors that are under your control.

Corrective Action(s):

These actions, if properly implemented, should eliminate root cause and prevent recurrence of the nonconformance.

Verification of Performance to Ensure Effectiveness:

Include the timeframe and methods used to verify effectiveness.

Lessons Learned (Optional):

Lessons learned through the corrective action process may be included here.

I, the undersigned, declare that the corrective action has been fully implemented and is effective.

Authorized Valmont Supply Chain Representative