

Corrective Action Audit Observation Sheet

Audit Reference No.:

e.g. CA/2024/001

Department/Area:

e.g. Production

Audit Date:

Auditor(s):

Name(s)

Responsible Person:

Name

Observation Details

Observation Description:

Describe the non-conformity or observation in detail

Clause/Requirement:

Standard or internal clause reference

Severity:

Minor



Corrective Action Plan

Action to be Taken	Person Responsible	Target Completion Date	Status/Remarks
Describe action	Name		Status

Root Cause Analysis:

Briefly explain root cause

Verification of Action Effectiveness:

Describe how effectiveness was verified

Closure Date:

Verified By:

Auditor Name

Remarks:

Additional comments

Important Notes

- This document serves as evidence of audit findings and corrective actions.
- All corrective actions must be tracked until completion and verified for effectiveness.
- Accurate and timely completion of this sheet supports continual improvement and conformity.
- Keep records securely for audit trail and organizational learning.