

# 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
<div>Describe action</div>	<div>Name</div>	<div></div>	<div>Status</div>
<div></div>	<div></div>	<div></div>	<div></div>

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.