

# Corrective Action Progress Report

Report No.	_____	Date	_____
Department	_____	Responsible Person	_____

## 1. Description of Nonconformity / Issue

Brief description of the nonconformity, incident, or issue identified:

\_\_\_\_\_

\_\_\_\_\_

## 2. Root Cause Analysis

Describe the root cause(s) identified:

\_\_\_\_\_

\_\_\_\_\_

## 3. Corrective Action Plan

Action/Task	Responsible	Target Date	Status/Progress
_____	_____	_____	_____
_____	_____	_____	_____

## 4. Effectiveness Review

Describe follow-up and effectiveness of the corrective action(s):

\_\_\_\_\_

\_\_\_\_\_

## 5. Verification & Closure

Verified By	_____	Date	_____
Remarks	_____		

## Important Notes:

- Ensure all corrective actions are clearly documented and tracked to closure.
- Verify effectiveness of actions before considering the issue resolved.
- Maintain evidence of implementation and effectiveness checks for audit purposes.
- Timely escalation is required if corrective actions are delayed or ineffective.
- Review and update the report regularly until all actions are complete.