

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 |
|-------------|-------------|-------------|-----------------|
| | | | |
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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.