

# Recommendations and Corrective Actions

**Document No:** RCA-2024-01  
**Date:** 2024-06-20  
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## Summary

This document outlines the observed issues, recommendations, and corrective actions for the recent audit of the production process carried out on June 15, 2024.

## Recommendations and Corrective Actions Table

No.	Observed Issue	Recommendation	Corrective Action	Responsible Person	Target Date
1	Inconsistent labeling of containers.	Standardize the labeling process and train staff.	Develop and implement a labeling SOP. Train relevant staff.	J. Smith	2024-07-01
2	Delayed reporting of equipment malfunctions.	Establish an immediate reporting system for equipment issues.	Create quick-report forms and brief all operators.	M. Lin	2024-07-05
3	Insufficient cleaning records for machinery.	Improve documentation procedures for cleaning schedules.	Introduce a logbook and appoint responsible staff for checks.	T. Ali	2024-06-30

## Important Notes

- Ensure all corrective actions are tracked until completion and properly documented.
- Assign clear responsibility and timelines for each action item.
- Review the effectiveness of corrective actions after implementation.
- This document should be updated as progress is made or new issues are identified.
- Maintain this record for audit and compliance purposes.