

Recommendations and Corrective Actions

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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.