

# Corrective Action Plan Template

Document Title	Corrective Action Plan
Date Prepared	_____
Prepared By	_____
Department / Team	_____

## 1. Description of Issue/Non-Conformance

Describe the issue, problem, or non-conformance that needs corrective action:

---

## 2. Root Cause Analysis

Summarize the analysis performed to identify the root cause(s):

---

## 3. Corrective Actions

Action Item	Responsible Person	Due Date	Status
_____	_____	_____	Not Started / In Progress / Complete
_____	_____	_____	Not Started / In Progress / Complete

## 4. Verification of Effectiveness

Describe the method and evidence to verify the effectiveness of corrective actions:

---

## 5. Management Review/Approval

Name	Signature	Date
_____	_____	_____

## Important Notes:

- A Corrective Action Plan (CAP) is used to address and resolve identified issues or non-conformities.
- Clearly define the issue and perform a thorough root cause analysis before proposing solutions.
- Assign responsibilities and set realistic deadlines for each action item.
- Ensure that corrective actions are tracked and their effectiveness verified.
- Maintain records for audit and continuous improvement purposes.

