

Corrective Action Plan Summary Report

Report Overview

Report Date	2024-06-20
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Department	Operations
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Summary of Findings

The following non-conformities or issues were identified during the recent audit of the Operations department. This summary outlines the corrective actions proposed, responsible parties, and target completion dates.

Corrective Actions Table

Issue/Non-conformity	Corrective Action	Responsible Person	Target Date	Status
Incomplete documentation of process X	Update and standardize all documentation. Train staff on new procedures.	Michael Lee	2024-07-15	In Progress
Delayed reporting of incidents	Implement incident tracking tool and regular reviews.	Sandra Green	2024-07-05	Planned
Non-compliance with safety checks	Reinforce daily safety checklist and conduct refresher training.	Richard Kim	2024-06-30	Completed

Follow-Up & Verification

Responsible persons are required to update the status weekly. Management will verify implementation upon completion of each action. Additional reviews may be scheduled as needed.

Important Notes

- Corrective Action Plans (CAPs) help ensure timely resolution of identified issues and promote continuous improvement.
- Clearly define responsibilities, deadlines, and follow-up procedures to ensure accountability.
- Maintain documentation for all actions taken and regularly verify effectiveness.
- Share CAP summary reports with relevant stakeholders for transparency and organizational learning.