

# Detailed Corrective Action Documentation Template

## Basic Information

<b>Report Number</b>	E.g., CA-2024-001	<b>Date</b>	
<b>Reported By</b>	Your Name	<b>Department</b>	Dept. Name

### 1. Problem / Nonconformance Description

Describe the issue in detail, including how and when it was discovered.

### 2. Immediate Action Taken

Describe any immediate containment or actions taken.

### 3. Root Cause Analysis

Provide details on the identified root cause(s).

### 4. Corrective Actions (List all planned steps)

Action Step	Responsible	Deadline	Status
Describe action	Name/Role		Not Started ▾
			Not Started ▾

### 5. Verification of Effectiveness

Explain the method and results of verifying corrective action effectiveness.

### 6. Preventive Actions (if applicable)

List actions to prevent recurrence in other areas.

### 7. Final Review & Closure

<b>Reviewed By</b>	Name	<b>Date</b>	
<b>Final Status</b>	Open		▼

## **Important Notes**

- Document all findings and actions with accuracy and appropriate detail.
- Assign responsibilities and clear deadlines for each corrective action step.
- Ensure root cause analysis is thorough to prevent recurrence.
- Verification of corrective actions is essential before closure.
- Keep documentation up to date for auditing and future reference.