

Corrective Action Incident Report

Date of Report:

Report Number:

e.g., CAIR-2024-001

Location:

e.g., Warehouse Section 3

Reported By:

Name of reporter

Department:

e.g., Production

Supervisor:

Supervisor's Name

1. Incident Description

Provide a detailed description of the incident, including what happened, when, and who was involved.

2. Immediate Actions Taken

List actions taken immediately to address the situation.

3. Root Cause Analysis

Describe the root cause(s) of the incident.

4. Corrective Actions Required

List all required corrective actions to prevent recurrence.

Assigned To:

Responsible Person(s)

Target Completion Date:

Status:

e.g., Pending, In Progress, Closed

5. Follow-Up and Verification

Detail follow-up measures taken to verify completion and effectiveness of corrective actions.

Verified By:

Name of verifier

Date Verified:

6. Additional Notes

Other relevant information, if any.

Important Notes about Corrective Action Incident Reports:

- Provide factual, detailed, and objective information for accuracy and traceability.
- Ensure all corrective actions are specific, measurable, and assigned to responsible personnel.
- Timely follow-up and documentation are crucial for effective incident management.
- Maintain confidentiality as needed; circulate only to relevant parties.
- Review and update the template regularly to align with company policies and regulations.