

Corrective Action Recommendation Format

Document No.		Date	
Prepared By		Department	

1. Problem / Non-conformity Description

2. Root Cause Analysis

3. Corrective Action(s) Recommended

Action	Responsible Person	Target Completion Date	Status

4. Follow-Up & Verification

5. Approval

Reviewed By		Date	
Approved By		Date	

Important Notes:

- Ensure all sections are completed with accurate and factual information.
- Root cause analysis must be thorough to avoid recurrence of the issue.
- Assign responsibilities and deadlines clearly for each action.
- Regularly review progress and document follow-up activities.
- Appropriate approvals and verifications are required before closure.