

# Incident-Based Corrective Action Plan Checklist

## Incident Information

Date of Incident

Location of Incident

Reported By

Brief Description of Incident

## Investigation Details

Investigation Summary

Root Cause Analysis

## Corrective Action Plan

Corrective Action	Responsible Person	Target Completion Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Follow-Up & Verification

Verification of Corrective Actions

Verified By

Verification Date

### **Important Notes**

- Review all incident details for accuracy and completeness before finalizing this document.
- Assign clear responsibility for each corrective action and track progress regularly.
- Ensure verification is performed and documented after actions have been implemented.
- This document should be stored confidentially and be made available only to authorized personnel.
- Use this checklist to promote a culture of safety and continuous improvement.