

# 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
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## 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.