# Structured Format for Corrective Measures Submission

## 1. General Information

Submitted By

Name and designation

Department/Unit

Department or Unit

Date of Submission

Reference No./Report ID

Reference or ID

## 2. Description of Identified Issue

Brief Description

Short description of the non-conformity/observation

Date/Occurrence

How was the issue identified?

Audit, review, complaint, etc.

## 3. Root Cause Analysis

Root Cause(s)

Describe the root cause(s)

Method Used (e.g., 5 Whys, Fishbone, etc.)

Method for analysis

## 4. Corrective Measure(s) Proposed

Action(s) to be Taken

List and describe each corrective measure

Responsible Person(s)

Name(s) and designation(s)

Target Timeline for Implementation

e.g., DD/MM/YYYY or number of days

# 5. Follow-Up & Verification

Verification Method

Describe how effectiveness will be verified

Planned Follow-Up Date

# 6. Approval

Approved By

Name and position

Date

## Important Notes:

- Ensure all sections are completed with accurate and specific information.
- Attach any supporting documents or evidence, if required.
- Timely submission and implementation of corrective measures are critical.
- Follow-up and verification are essential to confirm the effectiveness of actions.
- Keep a record of this document for audit and compliance purposes.