

Corrective Action Plan (CAP)

1. Basic Information

Document Number	CAP-2024-001
Date	2024-06-21
Department/Team	Operations
Prepared By	Jane Doe
Reviewed By	John Smith

2. Description of Issue/Non-Conformance

Briefly describe the issue, root cause, or non-conformance that requires corrective action.
Example: An audit on 2024-06-10 identified inconsistent data entry practices leading to report discrepancies.

3. Corrective Actions Plan

Action Step	Responsible Person	Due Date	Status
Standardize data entry guidelines	Alice Lee	2024-07-01	In Progress
Conduct training for team	Bob Kim	2024-07-10	Not Started
Implement weekly reviews	Jane Doe	2024-07-20	Not Started

4. Effectiveness Review

Describe the method of evaluating the effectiveness of the corrective actions.
Example: Quarterly report audits will be conducted to confirm improved accuracy and compliance.

5. Approval

Name	Position	Signature	Date
John Smith	Operations Manager		

Important Notes:

- A Corrective Action Plan (CAP) outlines steps to resolve identified problems or non-compliances.
- Actions should have clear responsibilities, deadlines, and measurable outcomes.
- Regular monitoring and updates ensure the CAP remains effective and relevant.
- Documentation should be clear, concise, and easily auditable.
- Approval by relevant management is essential for implementation and accountability.