

# Action Taken and Remediation Plan

Date:

Prepared By:

Department / Team:

## 1. Issue Description

## 2. Root Cause Analysis

## 3. Action Taken

Description of Action	Date Implemented	Responsible	Status

## 4. Remediation Plan

Remediation Step	Owner	Timeline	Status

## 5. Follow-Up and Monitoring

## 6. Important Notes

- Ensure all actions and remediation steps are documented comprehensively, with responsible parties clearly assigned.
- Maintain up-to-date statuses and timelines for all remediation activities.
- Review and update the plan regularly to ensure effectiveness of implemented corrective actions.
- This document should be accessible to all relevant stakeholders for transparency and accountability.
- Retain evidence of actions and monitoring for compliance reviews if required.