

Corrective Action Plan

Detailed Format

1. General Information

Plan Title	Sample Corrective Action Plan
Date	YYYY-MM-DD
Prepared by	John Doe
Department/Area	Operations
Reference Number	CAP-2024-01

2. Description of the Non-conformance/Issue

Briefly describe the identified issue or non-conformance, including when and how it was detected. Clearly state why this issue requires a corrective action.

3. Root Cause Analysis

Detail the investigation conducted to determine the root cause of the issue. Include contributing factors and supporting evidence if available.

4. Corrective Actions

Action No.	Description of Action	Responsible Person	Due Date	Status
1	Perform retraining on procedure XYZ for affected staff	Jane Smith	YYYY-MM-DD	Pending
2	Update process documentation	Mike Green	YYYY-MM-DD	In Progress
3	Implement periodic audits	Susan Lee	YYYY-MM-DD	Not Started

5. Effectiveness Review

Describe the actions taken to verify the effectiveness of the corrective actions. Indicate any monitoring activities and evaluation results.

6. Approval

Name	Position	Signature	Date

Important Notes:

- Corrective Action Plans should clearly identify the issue and its root cause before proposing solutions.
- Actions must be specific, measurable, and assigned to responsible persons with due dates.
- Review the plan regularly and update status to ensure timely completion.
- Effectiveness review is crucial to confirm the issue has been fully resolved and prevented from recurring.
- This document should be stored and tracked as part of your quality management or compliance system.