

Evidence of Remediation Documentation

General Information

Date: [Insert Date]

Document Reference No.: [Insert Reference Number]

Submitted by: [Insert Name/Team]

Department: [Insert Department]

Description of Issue

[Briefly describe the original issue or non-conformance]

Root Cause Analysis

[Outline the investigation and findings related to the root cause]

Remediation Actions Taken

1. [Describe the first action taken]
2. [Describe the next action taken]
3. [Add additional steps as needed]

Evidence of Remediation

- [Attach or reference relevant documents, logs, or records]
- [Screenshots or photos, if applicable]
- [Any other supporting evidence]

Verification & Effectiveness Check

[Describe how remediation was verified and its effectiveness ensured]

Approval / Review

Reviewed by: [Reviewer Name]

Date: [Review Date]

Important Notes:

- Ensure all remediation evidence is clear and verifiable.
- Maintain confidentiality and comply with privacy requirements.
- This document should be stored securely for audit and review purposes.
- All actions must be appropriately authorized and reviewed.