

Preventive Action Measures Documentation Format

Document No.	_____	Date	_____
Department	_____	Prepared By	_____

1. Issue Identification

Description of Potential Issue	_____
Source/Location	_____
Date Identified	_____
Reported By	_____

2. Risk Evaluation

Potential Impact	_____
Likelihood	_____
Risk Level (Low/Med/High)	_____

3. Preventive Actions

Proposed Preventive Action(s)	_____
Responsible Person	_____
Date of Implementation	_____
Resources Needed	_____

4. Verification & Follow-up

Verification Method	_____
Evidence/Result	_____
Verification Date	_____
Verified By	_____

5. Review & Closure

Review Comments	_____
Reviewed By	_____
Closure Date	_____

Important Notes

- This document is used to systematically record preventive actions before issues occur.
- Complete all sections for traceability and future reference.
- Preventive action documentation supports continual improvement and risk management.
- Ensure that all preventive actions are verified for effectiveness.
- Keep this document available for audits and management reviews.