

# 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.