

Corrective Action Plan Form

Organization/Department:

Date of Report:

Prepared By:

Reference/Case Number:

1. Description of Issue or Non-Conformance

Describe the issue or non-conformance...

2. Root Cause Analysis

Summarize the findings of root cause analysis...

3. Corrective Action Plan

Action Step	Responsible Person	Target Completion Date	Status
<div></div>	<div></div>	<div></div>	Pending <div></div>
<div></div>	<div></div>	<div></div>	Pending <div></div>
<div></div>	<div></div>	<div></div>	Pending <div></div>

4. Effectiveness Verification

Describe how and when effectiveness will be evaluated...

5. Approvals

Approved By:

Date:

Important Notes

- This form documents corrective actions for observed non-conformances or issues.
- Accurate root cause analysis is essential to prevent recurrence.
- Clear responsibilities and deadlines help ensure corrective actions are implemented.
- All corrective actions should be tracked and their effectiveness assessed.
- Keep this document as part of formal records for audits and future reference.