

Corrective Action Plan

ORGANIZATION INFORMATION

Organization name: _____ Date: _____ dd / mm / yyyy

Report compiled by: _____

PROBLEM IDENTIFICATION

Description of the problem - Identify key inefficiencies or operational deficiencies.

Root cause analysis - Identify the underlying cause(s) of the identified issue.

Corrective action - Propose key measures to solve these issues.

Responsibilities - Indicate the specific responsibilities each corrective action entails and the relevant parties

Timeline - Indicate the timeline for each corrective measure, including due dates and goals.

Monitoring and evaluation - Indicate the proposed strategies to monitor and measure corrective action progress.

Signature: _____

Date: _____ dd / mm / yyyy