Corrective Action Plan Form

Problem What problem has occurred?	**Description:**			
	What did you do to fix the immediate problem and deal with its consequences?			
	Filled Out By:		**Date:**	
↓ The sections below are completed by MANAGEMENT ↓				
Root Cause Ask “why?” until the cause is understood.	**What caused the problem? Could similar problems exist or occur elsewhere?**			
	☐ **No further corrective action needed - explain why:**			
	Filled Out By:		**Date:**	

Sections omitted from this sample

The full form includes Action and Results.

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