

Corrective Action Plan

Date: [Insert Date]

Prepared by: [Your Name / Title]

Department: [Department Name]

Issue Description

[Describe the issue that prompted the corrective action plan.]

Root Cause Analysis

[Explain the root cause of the issue.]

Corrective Actions

1. [Describe the first corrective action to be taken.]
2. [Describe the second corrective action to be taken.]
3. [Describe any additional corrective actions.]

Responsible Parties

[List the individuals or teams responsible for implementing each corrective action.]

Timeline

[Provide a timeline for each corrective action, including start and completion dates.]

Follow-Up and Monitoring

[Explain how the effectiveness of the corrective actions will be monitored and evaluated.]

Signatures

[Signature Line for Responsible Parties]