

Corrective Action Plan

Organization information

Organization name:

Date:

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

Corrective actions:

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: