

Corrective Action Report

Track findings, root causes, required actions, responsible persons, due dates and verification.

Document Information

SITE / DEPARTMENT

DATE RAISED

REPORTED BY

CAR NO.

Finding / Non-Conformance

Root Cause

Corrective Actions

No.	Action Required	Responsible Person	Due Date	Completion Date	Verified
1					
2					
3					
4					
5					
6					

Verification

VERIFICATION METHOD / EVIDENCE

VERIFIED BY

VERIFICATION DATE

Originator

Responsible Manager

Verifier

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date

Disclaimer: These templates are provided as guidance tools and do not replace legal, regulatory, site-specific, or professional safety requirements.

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