Corrective Action Plan Checklist

Problem Identification

- Describe the problem and type of incident ☐
- Identify the impact and who was affected ☐

Root Cause Analysis

- Investigate and identify the root cause of the issue ☐
- Double-check and verify the root cause ☐

Corrective Actions

- Determine what measures to take to address the root cause ☐
- Develop preventative measures ☐

Action Plan

- Define tasks and deadlines ☐
- Assign responsibility ☐
- Allocate resources accordingly ☐

Monitoring and Follow-up

- Monitor the implementation of corrective actions ☐
- Set regular follow-ups to ensure tasks are completed ☐

Documentation and Reporting

- Record all findings, actions, and responsible parties ☐
- Submit the corrective action report ☐
- Schedule regular reviews ☐