Corrective Actions Log

Classification: **Restricted**

This document must be only accessible to those with a specific need for their role.

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| Version | Approved By | Owner | Date Last Updated | Review Frequency | Next Review | Comments |
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| ID | Date Identified | Source of Non-Conformity | Description of Issue | Root Cause Analysis | Corrective Action(s) Taken | Responsible Person | Target Completion Date | Date Completed | Verification and Effectiveness | Status |
| 001 | 2024-01-10 | Internal Audit | Incomplete access logs | Lack of monitoring | Implement an automated logging and monitoring system | John Doe | 2024-02-10 | 2024-02-08 | Logs reviewed weekly; no missing entries found | Closed |
| 002 | 2024-03-15 | Incident Report | Unauthorised access | Weak password policy | Update password policy, enforce MFA | Jane Smith | 2024-04-15 | 2024-04-12 | Password policy updated, MFA implemented and tested | Closed |
| 003 | 2024-05-20 | External Audit | Outdated software | Poor update practices | Develop and implement a regular update schedule | Mike Johnson | 2024-06-20 | 2024-06-18 | All systems are updated, and future updates are scheduled and tracked | Closed |
| 004 | 2024-07-05 | Internal Audit | Lack of training | Insufficient training programs | Develop a comprehensive security training program | Sarah Brown | 2024-08-05 | 2024-08-02 | Training program developed and rolled out to all staff | Closed |
| 005 | 2024-09-12 | Incident Report | Data breach | Inadequate security controls | Enhance security controls, perform risk assessment | Alex Green | 2024-10-12 | 2024-10-10 | Risk assessment completed, additional controls in place | Closed |

### Explanation of Each Column:

* **ID**: Unique identifier for tracking each corrective action.
* **Date Identified**: When the issue was discovered.
* **Source of Non-Conformity**: How the issue was identified (e.g., audit, incident).
* **Description of Issue**: Detailed explanation of the problem.
* **Root Cause Analysis**: Analysis of the fundamental cause of the issue.
* **Corrective action (s) Taken**: Actions taken to rectify the issue and prevent recurrence.
* **Responsible Person**: The individual responsible for implementing the corrective action.
* **Target Completion Date**: Expected completion date for the corrective action.
* **Date Completed**: Actual completion date of the corrective action.
* **Verification and Effectiveness**: Evidence that the corrective action was verified and its effectiveness assessed.
* **Status**: Current status of the corrective action (e.g., Open, In Progress, Closed).

### How to Use:

* Copy and paste the table format into a Word document.
* Fill in the details for each corrective action as issues are identified and addressed.
* Regularly update the log to reflect the current status of each corrective action.