

CORRECTIVE ACTION PLAN¹

SAMPLE FORMAT

I. Issue / Problem Definition (Be Specific – Quantify if Possible)

II. Root Cause Evaluation

III. Action Steps

¹ To be used with the Response to Detected Issues and Remediation Policy and Procedure (CCG00117)

IV. Improvement Benchmark(s) And Timeframe

V. Certification

The undersigned have read this Corrective Action Plan and agree to its terms.

Title

Date

Title

Date

Title

Date

Title

Date