

CORRECTIVE ACTION REGISTER

Register Reference: CAR-001

Last Updated: 25 November 2025

Compiled By: Angela Torres, Compliance Manager

Status	Count
Closed	5
In Progress	6
Overdue	3
Total	14

CAR ID	Source	Description	Owner	Raised	Target	Status	Closed
CAR-2025-001	Incident	Implement MFA for admin accounts	David Chen	15-Jan	31-Mar	Closed	27-Mar
CAR-2025-002	Audit	Document password policy	Sarah Williams	20-Jan	28-Feb	Closed	15-Feb
CAR-2025-003	Review	Update incident response plan	David Chen	10-Feb	30-Apr	In Progress	
CAR-2025-004	Incident	Email gateway security update	Sarah Williams	18-Feb	31-Mar	Closed	25-Mar
CAR-2025-005	Audit	Firewall rule review quarterly	Liam Foster	22-Feb	30-June	In Progress	
CAR-2025-006	Management	VPN access logging enhancement	Marcus Lee	05-Mar	30-Apr	In Progress	
CAR-2025-007	Incident	Phishing response procedure	David Chen	15-Mar	30-Apr	Overdue	
CAR-2025-008	Audit	System backup testing scheduled	Liam Foster	01-Apr	31-May	In Progress	
CAR-2025-009	Review	Secure document disposal	Tom Bradley	12-Apr	30-June	Overdue	
CAR-2025-010	Management	Third-party risk assessment	Angela Torres	20-April	30-Nov	In Progress	
CAR-2025-011	Incident	Database access controls review	Sarah Williams	08-May	31-Aug	Closed	
CAR-2025-012	Audit	Training records centralisation	James O'Brien	25-May	30-Sept	Overdue	
CAR-2025-013	Incident	USB policy enforcement	Marcus Lee	03-June	30-July	Closed	
CAR-2025-014	Management	Disaster recovery drill	David Chen	18-June	31-Oct	Closed	

NOTES ON OUTSTANDING ACTIONS

Overdue Actions (Require Immediate Attention):

- CAR-2025-007 (Phishing response procedure): Originally due 30 April 2025. David Chen to reschedule target to 15 December 2025. Delay attributed to resource constraints following incident response to high-severity phishing attack (INC-2025-003).
- CAR-2025-009 (Secure document disposal): Originally due 30 June 2025. Tom Bradley (Facilities Manager) to confirm status and revised target date by 1 December 2025. Delay attributed to coordination with external contractor for document destruction.
- CAR-2025-012 (Training records centralisation): Originally due 30 September 2025. James O'Brien is implementing new HRIS system. Target rescheduled to 31 January 2026. Current status: 60% complete with manual audit of records in progress.

Data Quality Issues:

- CAR-2025-011 (Database access controls review): Marked as 'Closed' but no completion date recorded. Completed in late August 2025 but closeout not formally documented. Sarah Williams to update record.
- CAR-2025-013 (USB policy enforcement): Marked as 'Closed' but no completion date recorded. Implementation completed approximately 28 July 2025. Marcus Lee to add completion date.

In Progress Actions (On Track):

- CAR-2025-003, CAR-2025-005, CAR-2025-006, CAR-2025-008, CAR-2025-010 are all tracking to meet target dates. Weekly progress reviews being conducted by David Chen.

NEXT REVIEW

This register will be reviewed and updated on 10 December 2025. Outstanding corrective actions will be escalated to management review if not closed by target dates.

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