Corrective action plan template

Use this form to document any corrective action taken.

Date of record: _____

Product(s): _____

Business name: _____

Address: _____

Batch code or lot number: _____   **Amount of product involved in deviation:** _____

What is the problem? Describe the deviation.	
What should be done? Corrective action steps.	
Why should this action be done? Justify the corrective action.	
Who will do it? Team member responsible.	
Where will it be done? Area, location.	
When will it be done? Date, time, deadline.	
How will it be done? Method, process.	
How much will it cost? Time and money invested.	

Verified by: _____   **Date of review:** _____