

Appendix 5 - Corrective Action Plan Template

CORRECTIVE ACTION PLAN TEMPLATE

Table A5.1 offers a template for documenting corrections, root causes and corrective actions (see the definitions below). A similar template is also available in the RJC's self-assessment workbook (COP standard) and toolkit (COC standard).

- Corrections (immediate action) eliminate the identified nonconformity and include supporting evidence.
- A root cause analysis for the identified nonconformities produces an understanding of the underlying cause of the actual or anticipated nonconformity so that the proposed corrective action will be deemed effective in addressing the issue.
- Corrective actions are intended to remove the root cause and prevent future recurrence.
- The means, resources and timeframe required for implementing each corrective action in the plan are set.
- In addition, corrective action plans should include preventive actions intended and/or implemented to eliminate the causes of potential nonconformities and avoid unintended consequences.

TABLE A5.1. CORRECTIVE ACTION PLAN TEMPLATE

Select relevant language from below:

English	Reference (to a finding, risk, topic, etc.)	Correction	Root cause	Corrective action	Responsibility	Due date	Status (open/closed)	Review date	Completion (signed and dated)	Effectiveness verification and sign-off	Comments
Chinese - Traditional (繁體)	參考 (針對發現、風險、主題等)	修正	根源	糾正措施	責任	到期日	狀態 (開啟/關閉)	審查日期	完成 (簽署並註明日期)	有效性驗證與簽核	備註
Chinese - Simplified (简体)	参考 (针对发现、风险、主题等)	纠正	根源	纠正措施	责任	到期日	状态 (开启/关闭)	审查日期	完成 (签署并注明日期)	有效性验证与签核	备注
French	Référence (à un constat, un risque, un sujet, etc.)	Correction	Cause première	Mesures correctives	Responsabilité	Date d'échéance	Statut (ouvert/fermé)	Date de révision	Achèvement (signé et daté)	Vérification de l'efficacité et approbation	Commentaires
German	Verweis (auf einen Befund, ein Risiko, ein Thema usw.)	Korrektur	Ursache	Korrekturmaßnahme	Zuständigkeit	Fälliges datum	Status (offen/geschlossen)	Überprüfungsdatum	Abschluss (unterzeichnet und datiert)	Überprüfung der Wirksamkeit und Abzeichnung	Kommentare
Hebrew	אשון: ל תוסחייתא, אשון, אצממל מיוסמ (ביוס, אשונ)	וקית	תבס השגה הביסה תיססה	תנקמת הלועפ	תירחא	ורחא דעמ	סטט (חופת/סגת)	הקיב ריראת	ויצב (סותח) מוים (השגה ריראת)	תמיוא רחשיא	תורעה
Hindi	संदर्भ (किसी नषिकरष, जोखमि, वषिय, आदकि लरि)	सुधार	कारण वशिलेषण	सुधारात्मक कर्रिया	जमिमं दारी	नयित तथि	स्थति (खुली/बंद)	समीक्षा तथि	पूरणता (हस्ताकररति और तथिकि साथ)	परभावकारति सतुयापन और सवीकृति	टपिपणयिाँ
Italian	Riferimento (a una constatazione, a un rischio, a un argomento, ecc.)	Correzione	Causa radice	Azione correttiva	Responsabilità	Data di scadenza	Stato (aperto/chiuso)	Data di revisione	Completamento (firmato e datato)	Verifica di efficacia e approvazione	Commenti
Portuguese	Referência (a uma constatação, risco, tópico, etc.)	Correção	Causa-raiz	Ação corretiva	Responsabilidade	Data de vigência	Status (aberto/ fechado)	Data de revisão	Conclusão (assinada e datada)	Verificação da eficácia e aprovação	Comentários
Spanish	Referencia (a un hallazgo, riesgo, tema, etc.)	Corrección	Causa raíz	Acción correctiva	Responsabilidad	Fecha de vencimiento	Status (abierto / cerrado)	Fecha de revisión	Finalización (firmado y fechado)	Verificación de efectividad y aprobación	Comentarios
Thai	อ้างอิง (สิ่งข อค ้นพบ ความเส็ ย หัวข อ ฯลฯ)	การแก ไข	สาเหตุหลัก	การค ำเนินการแก ไข	ความรับผิดชอบ	กำหนดส ง	สถานะ (เปิด / ปิด)	วันที่ ตรวจสอบ	การเสร็จ ส ้น (ลงช ้อ และลงวันที่)	การตรวจสอบ ประส ทธิภาพและ การอนุมัติ	ความคิดเห็น
Turkish	Referans (bir bulgu, risk, konu, vb. için)	Düzeltilme	Kök neden	Düzeltilici eylem	Sorumluluk	Son teslim tarihi	Durum (açık / kapalı)	Gözden geçirme tarihi	Tamamlama (imzalı ve tarihli)	Etkinlik doğrulama ve onay	Yorumlar