



# Corrective Action Plan Template

14 Mar 2024

Complete

Score	3 / 5 (60%)	Flagged items	2	Actions	2
<b>Site conducted</b>	Marked as 'my site is not listed here'				
<b>Conducted on</b>	14.03.2024 10:00 PST				
<b>Location</b>	Zephyrhills, FL, USA (28.2336196, -82.18119469999999)				

## Flagged items & Actions

2 flagged, 2 actions

### Flagged items

2 flagged, 2 actions

Issue Identification

**Is there a timeline with clear milestones for each action?**

No

**To do** | Assignee: SafetyCulture Staff | Priority: Medium | Due: 27.03.2024 10:00 PST | Created by: SafetyCulture Staff

Create a Corrective Action Plan Timeline for Q2 2024

Assigned to John Smith, to cater customer feedback regarding product quality

Action Plan

**Are there assignments for affected stakeholders?**

No

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 05.04.2024 08:16 PST | Created by: SafetyCulture Staff

Jane Doe

Delegate assignments for affected stakeholders that is aligned with the goal of the corrective action plan.

### Other actions

0 actions

## Issue Identification

1 flagged, 1 action, 2 / 3 (66.67%)

**Clearly define the problem or issue.**

Multiple customer complaints regarding product quality and timely distribution.

**Confirm that the issue has been properly documented.**

Yes

[March 2024 Customer Feedback Report.pdf](#)

## Root Cause Analysis

1 / 1 (100%)

**Does your team use appropriate analysis tools (5 Whys, Fishbone Diagram, etc.).**

Yes

[5 Whys Report - March 2024.pdf](#)

**Is there a timeline with clear milestones for each action?**

No

**To do** | Assignee: SafetyCulture Staff | Priority: Medium | Due: 27.03.2024 10:00 PST | Created by: SafetyCulture Staff

Create a Corrective Action Plan Timeline for Q2 2024

Assigned to John Smith, to cater customer feedback regarding product quality

## Action Plan

1 flagged, 1 action, 1 / 2 (50%)

**Are there specific action steps being implemented for the issue?**

Yes

**Are there assignments for affected stakeholders?**

No

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 05.04.2024 08:16 PST | Created by: SafetyCulture Staff

Jane Doe

Delegate assignments for affected stakeholders that is aligned with the goal of the corrective action plan.

**Are there other anticipated risks in resolving the reported issues?**

None.

## Sign-Off

**Audit conducted by:**

*Aliza Feeney*

Aliza Feeney  
13.05.2024 08:17 PST

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## Media summary

## File summary

[March 2024 Customer Feedback Report.pdf](#)

[5 Whys Report - March 2024.pdf](#)