Corrective Action Report

Project / PT Study: _____ **Date:** _____

Event ID: _____ **Author of Report:** _____

Samples Affected: _____

1. Statement of the Problem

Describe the nature of the problem.

2. Root Cause Analysis

Describe the process by which the root cause(s) of the problem was determined.

3. Corrective Action

Describe the corrective action(s) taken to address the problem.

4. Verification

Describe the verification steps taken to confirm that the corrective action(s) was effective and fixed the original problem.

Analyst(s) Performing Corrective Action: _____

Corrective Action Completion Date: _____