Corrective Action Report

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

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

Job ID: _____ **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: _____