# Corrective Action Plan

**Purpose:** This document outlines the details of identified non-conformities, investigates root causes, and prescribes corrective actions taken to eliminate the recurrence of issues in the manufacturing process. It serves as a formal record for quality assurance and continuous improvement tracking.

## Document Details

* **Plan ID:** {planId}
* **Created By:** {createdBy}
* **Date:** {date}
* **Department:** {department}
* **Product/Process Affected:** {product}

## Problem Description

**Issue Summary:** {issueSummary}

**Detailed Description:**

{issueDetails}

## Containment Action

{containmentAction}

## Root Cause Analysis

*Method Used:* {analysisMethod}

**Identified Root Cause(s):**

{rootCauses}

## Corrective Actions

{#actions}

* **Action:** {actionDescription}  
  **Responsible Person:** {responsiblePerson}  
  **Target Date:** {targetDate}  
  **Status:** {status}

{/actions}

## Verification of Effectiveness

**Verification Date:** {verificationDate}

**Verified By:** {verifiedBy}

**Effectiveness Results:**

{effectivenessResults}

## Additional Notes

{additionalNotes}

## Sign-Offs

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date** | **Signature** |
| {#signoffs}{name} | {role} | {date} | {signature}{/signoffs} |