**Corrective Action Template:**

|  |  |  |  |  |  |  |  |  |
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| **Company Logo,**  **Name** | | | **CORRECTIVE ACTION** | | | | | **Doc. No: QMS/CA/1**  **Issue No:**  **Rev. No:**  **Date:** |
| **Identification of Problem:** | | | | | | | | |
| **Correction/ Containment Action:** | | | | | | | | |
| **Why-Why Analysis** | | | | | | | | |
| **Why1** |  | | | **Ans.** | | | | |
| **Why2** |  | | | **Ans.** | | | | |
| **Why3** |  | | | **Ans.** | | | | |
| **Why4** |  | | | **Ans.** | | | | |
| **Why5** |  | | | **Ans.** | | | | |
| **RC(Root cause)** |  | | | | | | | |
| **Action plan** | | | | | | | | |
| **Corrective Action** | |  | | | **Target Date** |  | **Responsibility** |  |
| **Verification of Implemented Action plan:** | | | | |  | | | **Sig.** |