

Corrective Action Plan

Problem statement: _____
Date identified: _____
Root cause (verified): _____
Method used (5 Whys / Fishbone / FTA / other): _____
Plan owner: _____
Verification review date: _____

#	Action	Type	Owner	Due	Status	How it will be verified	Acceptance criterion (write BEFORE the check)	Verified on
1	What will actually change	correction / corrective / preventive	One person, not a team	Date	Open / In progress / Done / Verified	Measurement, audit, data pull	The number that counts as success	Date

Impact × Effort — which action first

Category	Impact	Effort	Priority
Quick wins	High	Low	Do first — this week
Major projects	High	High	Plan and schedule — this month

Fill-ins	Low	Low	Do if time allows
Money pits	Low	High	Deprioritise or drop

Free corrective action plan — 5xwhys.com/articles/rca/corrective-action-plan/ · An action without an owner, a date and an acceptance criterion is a wish.