

CORRECTIVE ACTION PLAN CHECKLIST

The following items must be addressed. Without doing so, the Corrective Action Plan (CAP) will be rejected:

The following must be addressed for **each finding**:

- Date: Anticipated date the Corrective Action will be implemented
- Responsible Party: provide title (not personal name) of the party responsible for implementing the proposed Corrective Action

The following must be addressed for **each implementation item**:

- Required Task: include all of the tasks needed to complete the corrective action
- Responsible Party: provide title (not personal name) responsible for each required task
- Approval Party: provide title (not personal name) for any tasks that require approval to be initiated or completed
- Training (if applicable): Specify which training/s will be provided, including a description and expected dates.
- Policies and Procedures (if applicable): Specify if new policies/procedures will be written, or if updates to existing policies/procedures will be made.

