Corrective Action Plan (CAP) Form

A Corrective Action Plan is a report, due within 10 business days of the date of the unacceptable PT letter from your auditor, detailing what the laboratory intends to investigate in terms of troubleshooting an existing out-of-control event, nonconformity, or undesirable condition and what possible corrective actions might be taken for each troubleshooting scenario. A good Corrective Action Plan addresses and documents the following:

* the existing problem – describe the problem referencing specific data and dates,
* the anticipated root cause of the problem,
* possible corrective actions that may be taken to correct the problem prevent recurrence,
* anticipated implementation dates of possible corrective actions, and
* data that required qualification or rejection as a result of this problem.

The format of this report is up to the individual laboratory. It may be written in a narrative format, entered into a table or documented on a template form. An example CAR form is given below.

Example Corrective Action Plan Report Form

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| **Lab Name** | **Corrective Action Plan (CAP) Report** |
| **Document Control #:** |
| **Effective Date:** |
| **Non-conformance type:** | **Sampling** **Sample Receiving**  **Proficiency Testing**  **Calibration** **Analysis** **QC** **External Audit**  **Other:** |
| **CAP Initiated by:** | **Date Initiated:** |
| **Description of Non-conformance:** | |
|  | |
|  | |
| **Description of Suspected Root Cause:** | |
|  | |
|  | |
| **Proposed Corrective Actions to Prevent Recurrence:** | |
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| **Sample Data Requiring Qualification/Rejection:** | |
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|  | |
| **Follow-up Investigation/Continuous Monitoring:** | |
|  | |
|  | |
| **Supporting Documents Attached:** **Yes** **No** | |