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| --- | --- | --- | --- | --- | --- | --- |
| **Corrective Action Log Example** | | | | | | |
| **Non-Conformance Details** | | | | | | |
| **Date & Time of Non-conformance** | | 5 March 2021; 11:05 AM | | | | |
| **Reported by** | | Sarah White QA Manager | | | | |
| **Assigned to** | | Joe Nunez QA Lead | | | | |
| **Describe**  **Non-conformance** | | Unlabeled 5-gallon container found in production area during 3rd party audit. | | | | |
| **Corrective Action Taken?** | | Yes/No | | **Date of Corrective Action** | | 5 March 2021 |
| **Describe Immediate**  **Correction** | | Spoke to production and sanitation supervisors and determined container had been left by sanitation crew rather than being stored correctly after sanitation. Chemical was determined to be chlorine bleach and container was labeled as such and stored back in locked sanitation cupboard. Auditor verified prior to departure. | | | | |
| **Root Cause** | | Failure to properly check after sanitation shift that all chemicals had been correctly stored and were labeled. Pre-op inspection also failed to notice issue. | | | | |
| **Corrective Action** | | Re-train entire sanitation crew along with general production training on chemical storage and labeling requirements. Re-train QA staff responsible for Pre-op Inspections and update Pre-op Inspection form to include “all chemicals are properly stored”. | | | | |
| **Corrective Action Completion and any Preventive Actions Taken** | | Training completed for all production, QA and sanitation workers on 11-13 March 2021. Pre-op Inspection form updated. | | | | |
| **Evidence** | | See attached training logs and updated Pre-op Inspection Form. | | | | |
| **Sign off that corrective actions have been adopted & monitored to ensure they are effective** | | | | | | |
| **Name (print)** | **Job Title** | | **Date/Time** | | **Signature** | |
| Sarah White | QA Manager | | 15 March 2020 | | XX | |