******SIMPLE CORRECTIVE ACTION PLAN TEMPLATE**

|  |  |
| --- | --- |
| CORRECTIVE ACTION PLAN | COMPANY NAME |
|  |  | Street Address |
| PREPARED BY | DATE | City, State Zip |
|  |  | Phone |
| web |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROBLEM STATEMENTS** | **ACTION STEPS** | **STATUS** | **DUE DATES** | **GOALS** ( Desired Outcome ) |
|  |  |  |  |  |
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