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

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:	
Sample Data Requiring Qualification/Rejection:	
Follow-up Investigation/Continuous Monitoring:	
Supporting Documents Attached: ☐Yes ☐No	