



Corrective Action Report Template for Food Safety Management Systems (FSMS)

Corrective Action Report

1. General Information

- **Report Number:** [Insert Report Number]
- **Date of Report:** [Insert Date]
- **Department:** [Insert Department]
- **Reported By:** [Insert Name]

2. Nonconformity Details

- **Nonconformity Identification Number:** [Insert ID Number]
- **Date Nonconformity Occurred:** [Insert Date]
- **Location:** [Insert Location]
- **Process/Area Affected:** [Insert Affected Process/Area]
- **Description of Nonconformity:**
 - [Provide a detailed description of the nonconformity, including how it was identified and the potential impact on food safety.]

3. Immediate Correction

- **Description of Immediate Correction:**
 - [Describe the immediate actions taken to correct the nonconformity.]

4. Root Cause Analysis

- **Root Cause(s):**
 - [Conduct a thorough analysis to identify the root cause(s) of the nonconformity.]

5. Corrective Action Plan



- **Action Plan:**
 - [Detail the corrective actions to be taken to address the root cause(s) and prevent recurrence.]
- **Responsible Person(s):** [Assign responsibility for each corrective action.]
- **Target Completion Date:** [Set target dates for the completion of each corrective action.]

6. Verification of Corrective Action

- **Verification Date:** [Insert Date]
- **Verification Method:**
 - [Describe how the effectiveness of the corrective actions will be verified.]
- **Verified By:** [Insert Name]

7. Management Review and Approval

- **Review Date:** [Insert Date]
- **Reviewed By:** [Insert Name]
- **Approval Date:** [Insert Date]
- **Approved By:** [Insert Name]

8. Follow-Up and Monitoring

- **Follow-Up Actions:**
 - [Outline any follow-up actions required to ensure the nonconformity does not recur.]
- **Monitoring Plan:**
 - [Describe the plan for ongoing monitoring of the corrective actions.]

9. Documentation and Records

- **Related Documents:**
 - [List any documents related to the nonconformity and corrective actions, such as audit reports, inspection reports, etc.]



- **Record Retention:**
 - [Specify how and where records of the corrective action report will be retained.]
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Notes:

- This template should be customized according to the specific requirements and processes of your organization.
- Ensure all sections are completed with detailed and accurate information.
- Regularly review and update the corrective action plan as needed.