**[](https://www.smartsheet.com/try-it?trp=11714&utm_source=integrated-content&utm_campaign=/content/corrective-action-plan-templates&utm_medium=Sample+Simple+Corrective+Action+Plan+doc+11714&lpa=Sample+Simple+Corrective+Action+Plan+doc+11714)****SIMPLE CORRECTIVE ACTION PLAN TEMPLATE   
WITH SAMPLE DATA**

|  |  |  |
| --- | --- | --- |
| CORRECTIVE ACTION PLAN | | COMPANY NAME |
|  |  | Street Address |
| PREPARED BY | DATE | City, State Zip |
| Leigh Gibbs | Tuesday, March 31st, 20XX | Phone |
| web |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROBLEM STATEMENTS** | **ACTION STEPS** | **STATUS** | **DUE DATES** | **GOALS** ( Desired Outcome ) |
| A shortage of Personal Protective Equipment (PPE) | • Schedule a meeting   with supply chain  • Research alternative PPE brands   and distribution centers  • Create a tracking system   for PPE inventory and usage | In Progress | 02/20/20XX | PPE will be fully stocked and available for all employees during every shift |
|  |  | Complete |  |  |
|  |  | Not Started |  |  |
|  |  | Overdue |  |  |
|  |  | Needs Review |  |  |
|  |  | Approved |  |  |

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

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