******SIMPLE CORRECTIVE ACTION PLAN TEMPLATE
WITH SAMPLE DATA**

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

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| **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 |   |   |

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