

Corrective Action Log

One line for every finding from inspections, incidents, near misses, hazard reports and audits. An action is closed only when someone has checked that it worked.

Company name or logo

Site or department				Log kept by			Period covered		
No.	Date raised	Source	Finding or hazard and location	Priority (A, B, C)	Corrective action	Assigned to	Due date	Date completed	Verified by and date
Priority				Source		Before closing an action			
A Serious. Could cause death, permanent injury or major loss. Stop the work or correct right away. B Moderate. Could cause a serious injury or illness. Correct promptly and control it in the meantime. C Minor. Could cause a minor injury or damage. Correct on a set schedule.				Inspection, Incident, Near miss, Hazard report, Hazard assessment, Audit, Safety meeting, Regulator.		The action was done as described. The hazard is controlled and no new hazard was created. The people affected were told. Someone other than the person who did the work verified it.			