



Blood Regulations: Corrective and Preventative Action Record Template

The following is a template for hospitals to adapt to their own needs when documenting corrective and preventative actions following the completion of an internal audit. This template allows the user to list the required corrective and preventative actions and completion.

Internal audit corrective/preventative actions for: <Insert audit name and unique audit number>

Occurrence Management system # <Insert number from electronic tracking system>

Observation	Root Cause/Contributing Factors	Corrective/Preventative Action	Risk Assessment / Priority	Responsibility	Date Completed

Manager Review _____ Date _____

Quality Team Review _____ Date _____

