

Corrective Actions Report

Instructions to Auditee: Use this page if you wish to take corrective actions after a failed audit. You can choose which failed items to correct to bring you up to a passing score of 75%. Autofail items need to be addressed immediately. Otherwise, refer to the auditor comments on your audit report (Executive Summary page) to help prioritize corrective action requests. You may also wish to prioritize corrective actions in consultation with your customer(s). For each corrective action taken, complete Columns 2, 3, and 4, and return the report to your auditor along with the evidence of the actions taken. The auditor will review the evidence and complete the remaining columns. You will receive a copy of the completed report from the certification body. Attach additional pages as needed.

1	2	3	4	5	6	7
CAR #	Section and Question # on Audit Checklist (add Description if required)	Action Taken (provide evidence, e.g., attach photo, missing records)	Completion Date	Auditor's Findings/Observations/Comments	Adjust score? (specify)	Close CAR? (Y/N)

Auditee Signature: _____ Date: _____

Auditor Signature: _____ Date: _____

...work with ... with specific roles for each me
 or ...
 ... List and timetable ...
 ... List and timetable specific research ...
 ... order of priority. This may include courses, papers, and/or grants.