



CORRECTIVE ACTION FORM

Complete this form in the event that a deviation occurs (“What would you do if something went wrong?”). Identify the date the error was identified and describe what actions were taken to correct it. Use as much space as necessary and include details such as who was consulted, the specific actions taken, how animals were identified and where any additional records were written, etc. Both the employee responsible for taking the corrective action as well as the manager are to sign to indicate that the action is complete.

Date	Error (refer to Assessment Form question and describe)	Corrective Action	Staff Signature	Management Signature