# Action Plan Form (If you don’t have your own.)

## Table 1. Action Plan Form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Typea** |  | **Criteria** |  | | **Priority** |  |
| **Finding** |  | | | | | |
| **Risk Assessment** |  | | | | | |
| **Root Cause** |  | | | | | |
| **Proposed Action** |  | | | | | |
| **Due Date** |  | **Task Assigned To** | |  | | |
| **Completion Date** |  | **Task Verified By** | |  | | |
| **Final Action** |  | | | | | |
| **Action Effectiveness** |  | | | | | |
| **Evaluation Date** |  | **Task Verified By** | |  | | |

aAction Types: Corrective Actions (CA), Preventive Actions (PA), Improvement Actions (IA), Complaint (C), Internal Audit (A), LAP Problems (LAP), Employee Observations (EO).

# Action Plan Log (If your laboratory has an Action Item Log – use that!)

## Table 2. Action Plan Log.

| Action # | Title | Description | Proposed Action | Assigned To | Goal Completion Date | Actual Completion Date |
| --- | --- | --- | --- | --- | --- | --- |
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