

Corrective Action Report

Food Safety Incident

Report Number

Reported By

Date Reported

Location/Kitchen

Incident Description

Risk Level

Details of Non-Conformance / Food Safety Issue

Immediate Corrective Action(s) Taken

Root Cause Analysis

Preventive/Long-Term Corrective Actions

Action	Person Responsible	Target Date	Status

Verification of Corrective Action (Name / Date)

Remarks