

Corrective Action Plan – Key Elements for Success

Successful Corrective Action Plans usually contain the following key elements:

1. The organization has a commitment to address the issue.
2. A responsible person is identified and takes ownership to address the issue.
3. A due date is established by which corrective actions will be complete.
4. Key steps needed to resolve the issue are identified.
5. Frequency of updates on implementation status are adopted (i.e. monthly, quarterly).
6. The criteria (i.e. requirement or standard such as statute, policy, best practice) is defined.
7. Consultation with the CPA who authored the audit findings occurs to create next steps