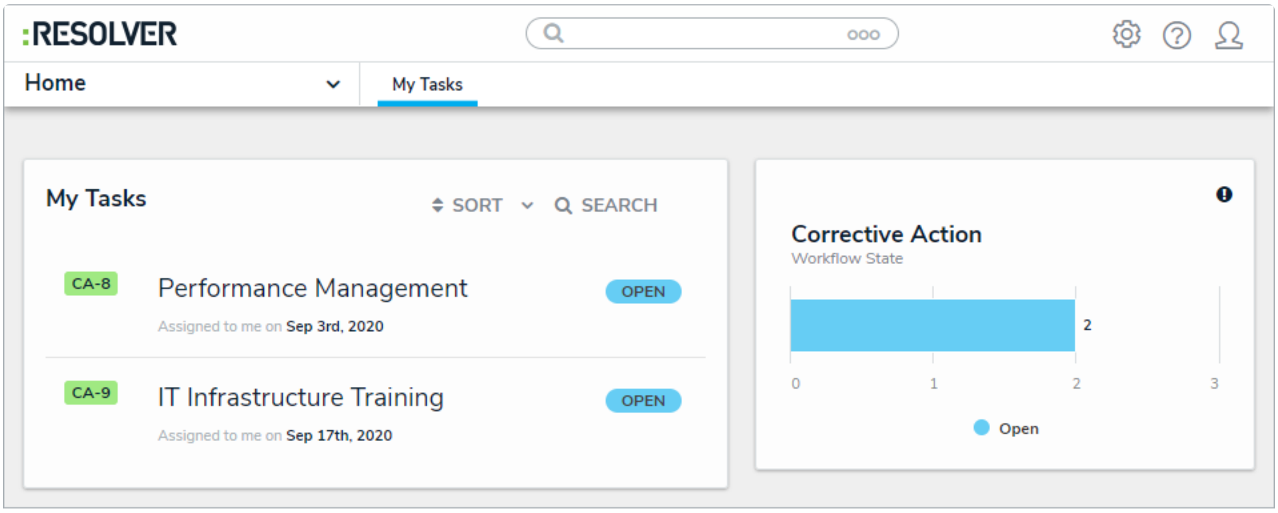
Review a Corrective Action

Last Modified on 04/05/2023 5:14 pm EDT

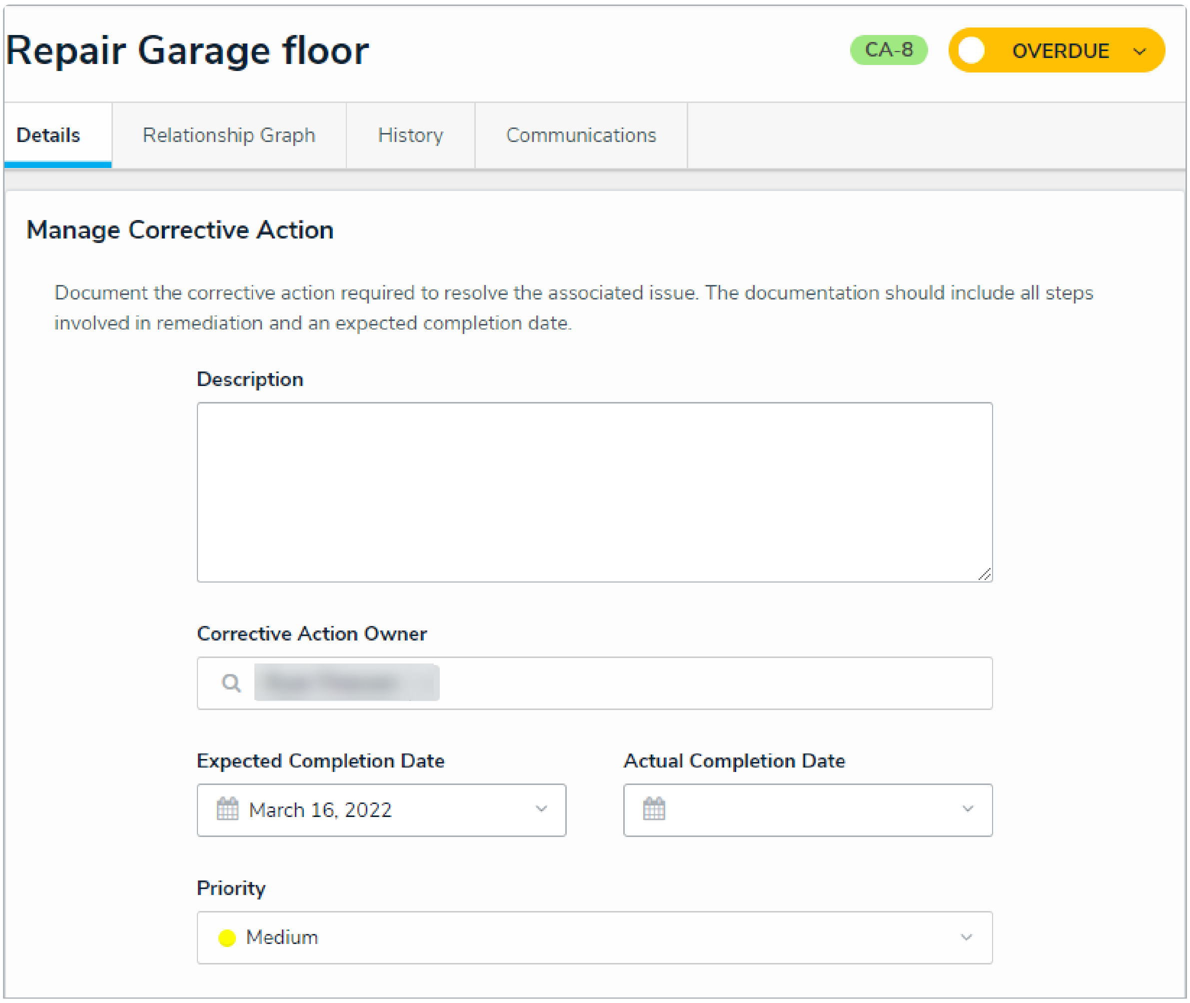
Corrective Action Owners and their delegates are responsible for ensuring Corrective Actions are properly documented to resolve the attached Issue. Once a Corrective Action Owner has reviewed a Corrective Action, it's sent to either the Issue Owner or the Risk Team, depending on your organization.



Assigned corrective actions on the My Tasks page.

To review a corrective action:

1. Log into a user account from the **Corrective Action Owner & Delegate** user group to open the **My Tasks** page.
2. Click a corrective action to display the **Corrective Action** form and complete the **Details** section.



The Corrective Action Details tab.

3. **Optional**: Click the header bar to edit the Corrective Action Name (e.g., Repair Garage Floor).
4. In the **Manage Corrective Action** section, edit the following fields, as needed:
    - **Description**: Enter a description of the Corrective Action.
    - **Corrective Action Owner**: Begin typing usernames, then select the relevant user.
    - **Expected Completion Date:** Select the estimated date that the Corrective Action will be complete.
    - **Actual Completion Date:** Once a Corrective Action is complete, enter the correct date.
    - **Priority:** Select the priority level from Low, Medium, High, or Urgent.
    - **Supporting Attachments:** Drag files to this box or click to select file/add a weblink.
5. Click **Submit for Review**.