COR PATHWAY 360

Corrective Action Tracker

Every open action in one place, from every source

This is the document that most often decides whether an audit goes well. Finding a hazard is the easy half. Auditors ask what you did about it, who did it, when, and how you know it worked.

Keep one register rather than one per source. An action from a worker concern is tracked the same way as an action from a formal audit.

> **Check this yourself.** An action is not closed when the work is done. It is closed when somebody other than the person who did the work has confirmed the hazard is actually controlled, and has dated that confirmation.

How to use the columns

- Source: inspection, incident, near miss, audit finding, worker concern, committee meeting, drill, or regulator order. An auditor will look for actions arriving from more than one source.
- Priority: base it on the risk rating of the hazard, not on how easy the fix is.
- Due date: a real date. Ongoing is not a date, and an auditor reads it as never.
- Verified by: somebody other than the person who completed the work, wherever that is practical.
- Overdue items are not a failure to hide. An overdue item with a revised date and a reason shows a system that is being managed. A blank column shows one that is not.

Register

ID	Date raised	Source	Hazard or finding	Action required	Priority	Assigned to	Due date	Date completed	Verified by	Date verified

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Monthly review

Month	Open at start	Raised	Closed	Open at end	Overdue	Reviewed by

Notes on overdue or revised items

Record why an item slipped and what the revised date is. This is evidence of management, not evidence of failure.