

AMPP/SSPC – QP Accreditation Program
Corrective Action Plan (CAP) Form

CAP INFORMATION:

- Caps are due within 45 days of your audit.
- **Only one CAP per form, use additional forms for each deficiency.**
- Detailed Root Cause Analysis is an important aspect of CAP submission and must be thorough for CAP to be accepted and for the audit to be considered complete.
- CAPs required and not submitted within QP Program guidelines is cause for accreditation revocation per QP Program rules.
- Please contact AMPP for any needed guidance in filling out your CAP form, we are always happy to answer questions.
- **Email your completed CAPs with documentation attached to:**
CAP@AMPP.ORG

Submission Date: _____

Company Name: _____

Company POC: _____

POC Phone #: _____

POC Email: _____

Audit Deficiency Number: _____

Description of Deficiency:

ROOT CAUSE ANALYSIS:

Why did the deficiency occur? Include in your response **a detailed explanation** of why the deficiency occurred (lack of training, negligence, procedure issue, etc.).

Who was the person responsible for oversight (person in charge, including title) **of the area or the procedure where deficiency happened?**

CORRECTIVE ACTION:

How is the deficiency being rectified? Please detail steps:

Who is responsible for implementation and oversight of the corrective action:
What steps have been taken to ensure this deficiency does not happen again in the future:

CAP Implementation Date: _____

Please email your CAP to: CAP@AMPP.ORG

Remember to include any attachments of any documentation showing updates, new policies or procedures, or records needed relating to your CAP to the email.