Occurrence and Corrective Action Log

Document no.	Version	Effective date	Supersedes	Approved by (laboratory director)
QA-03	1.4			

How to use this document. Fillable version of the Excel file. Type one entry per row. Totals, due dates and flags are not calculated here: use the Excel file if you want them worked out automatically.

No.	Date found	What happened	Phase (pre, analytic, post, general)	Cause	Correction	Patient results affected? Action	Effectiveness check (what and when)	Date closed	Days open	Initials

Template source: CLIA Templates. The laboratory director must review, adapt and approve this document before use.

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