**Instructions for Completing the Corrective Action Form:**

Having a documented process, either paper or electronic, can help project managers identify the deficiencies, where the deficiency is located, (project site or location within a facility or work site), who is assigned the duty to implement the deficiency, target and completion date.

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| ***Contractor Health & Safety Management System – Corrective Action Review*** | | | | |
| ***Location of Deficiency***  *(Project Name, Facility Location, etc.)* | ***Description of Deficiency***  *(Identify the deficiency and impact if needed)* | ***Assignment of Duty*** | ***Target Date*** | ***Completion Date*** |
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