



FREE RESOURCE · TEMPLATE

Corrective Action Register

For Caribbean hospitality teams

Turn findings into owned actions with a due date, evidence and a clear closure decision.

How to use this template

1 Confirm what applies

Check the resource against your country or territory, property type and services. Remove anything that does not apply.

2 Name a real owner

Assign a role that can act. Avoid broad labels such as "Operations" when a specific manager should own the item.

3 Use real dates and locations

Where the resource asks for a date or evidence location, enter the actual value another manager can use.

4 Review exceptions first

Start with missing, expired, overdue or failed items. The template should help you decide what needs attention.

5 Review on a fixed rhythm

Use the resource in a monthly management review or the operating rhythm that best fits the control.

IMPORTANT

Requirements vary by country, territory, property type and service. Verify current local requirements with the relevant authorities. This resource is a planning aid, not legal or regulatory advice.

Corrective Action Register

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FINDING / ISSUE	SOURCE	OWNER	DUE DATE	ACTION TAKEN	EVIDENCE	VERIFIED BY	CLOSED
[Describe the finding]	[Inspection / check]	[Owner role]	[Date]	[Action]	[Evidence location]	[Verifier]	[Date]
[Describe the finding]	[Inspection / check]	[Owner role]	[Date]	[Action]	[Evidence location]	[Verifier]	[Date]
[Describe the finding]	[Inspection / check]	[Owner role]	[Date]	[Action]	[Evidence location]	[Verifier]	[Date]

Caribbean localisation check. Confirm the authorities, licences, certificates, inspection cycles and record-retention rules that apply where your property operates.

A template is a start.

CaribSafe keeps the record moving.

CaribSafe helps Caribbean hospitality teams connect recurring checks, workforce records, incidents, evidence and follow-up so managers can see what needs attention without rebuilding the story from paper, spreadsheets and messages.

[Book a 20-minute walkthrough](#)

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