

FREE RESOURCE · TEMPLATE

Corrective Action Tracker

For Caribbean hospitality teams

Track findings from inspections, incidents, audits and routine checks through ownership, due date, evidence and verified closure.

WHAT'S INSIDE

- Source of finding
- Corrective action
- Due and status tracking
- Immediate control
- Named owner
- Verification evidence

How to use this template

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Capture the finding**
State what was observed and where it came from - inspection, incident, near miss, audit or routine check.
- 2 **Control immediate exposure**
Record any temporary or immediate measure needed while the permanent action is being completed.
- 3 **Define the corrective action**
Write the change that should remove or reduce the underlying problem, not only tidy the symptom.
- 4 **Assign owner and due date**
Give one role accountability and set a realistic date.
- 5 **Verify effectiveness**
Close the action only when evidence shows the control was implemented and is working as intended.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

Corrective Action Tracker

Track findings from inspections, incidents, audits and routine checks through ownership, due date, evidence and verified closure.

FINDING	SOURCE	AREA	RISK / IMPACT	IMMEDIATE CONTROL	CORRECTIVE ACTION	OWNER	DUE	STATUS	EVIDENCE	VERIFIED BY	VERIFIED DATE
Emergency exit partially obstructed	Safety walk	Back of house	Delayed egress	Route cleared immediately	Change storage location and briefing	[Operations Manager]	[Date]	Open	[Location]	[Role]	[Date]
Repeated fridge temperature exception	HACCP review	Kitchen	Food-safety control weakness	Product assessed under food-safety procedure	Investigate equipment / process cause and document fix	[Executive Chef]	[Date]	Open	[Location]	[Role]	[Date]
[Finding]	[Source]	[Area]	[Impact]	[Control]	[Action]	[Role]	[Date]	[Status]	[Location]	[Role]	[Date]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

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