

FREE RESOURCE · WORKSHEET

Corrective Action Verification Form

For Caribbean hospitality teams

Confirm that a corrective action was actually implemented, supported by evidence and effective enough to close the original finding.

WHAT'S INSIDE

- Original finding
- Evidence review
- Residual issue
- Action completed
- Effectiveness test
- Formal verification

How to use this worksheet

Use verification as a separate check that the corrective action was implemented and addresses the original issue.

- 1 **Describe the original issue**
Reference the finding and the corrective action that was required.
- 2 **Review completion evidence**
Check the record, photograph, revised procedure, service report or other proof supplied.
- 3 **Test the control**
Where appropriate, inspect the physical condition or confirm the new process is operating.
- 4 **Check effectiveness**
Ask whether the action addresses the original cause and whether recurrence has been seen.
- 5 **Verify or reopen**
Record the outcome. If the action is partial or ineffective, create further action rather than closing the issue.

Who this is for. Managers, safety/compliance leads and department heads responsible for reviewing corrective-action closure.

IMPORTANT

Use the investigation, consultation, reporting and verification requirements that apply in your jurisdiction and organisation.

Corrective Action Verification Form

Confirm that a corrective action was actually implemented, supported by evidence and effective enough to close the original finding.

FINDING / ACTION REFERENCE

[Complete here]

ORIGINAL ISSUE

[Complete here]

REQUIRED CORRECTIVE ACTION

[Complete here]

ACTION OWNER

[Complete here]

COMPLETION DATE REPORTED

[Complete here]

EVIDENCE REVIEWED

[Complete here]

PHYSICAL / SYSTEM CHECK COMPLETED

[Complete here]

PEOPLE CONSULTED WHERE RELEVANT

[Complete here]

DOES THE ACTION ADDRESS THE ORIGINAL CAUSE?

[Complete here]

HAS THE ISSUE RECURRED SINCE IMPLEMENTATION?

[Complete here]

ANY RESIDUAL RISK / FURTHER ACTION

[Complete here]

VERIFICATION OUTCOME - EFFECTIVE / PARTIAL / NOT EFFECTIVE

[Complete here]

FURTHER ACTION AND OWNER

[Complete here]

NEXT REVIEW DATE

[Complete here]

VERIFIED BY

[Complete here]

VERIFICATION DATE

[Complete here]

Completed is not the same as verified.

CaribSafe keeps the finding, corrective action, evidence and verification connected so managers can see whether the control actually worked.

[Book a 20-minute walkthrough](#)

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