

Form - Corrective Action Effectiveness Check

Food Safety & Quality Template · Provided by GIFSQ

Closing a CAR because the actions are 'done' is only half the job. The effectiveness check comes back later and asks: did the problem actually stay fixed? This form structures that second look.

Be specific and honest in every field; vague records help nobody during an investigation. If a field doesn't apply, write N/A rather than leaving it blank.

1. Document control

Field	Details
Document title	Form - Corrective Action Effectiveness Check
Document no.	[QA-FORM-004]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

1. Reference

- CAR no.: [] | Original nonconformance: [summary]
- Linked NCR/deviation no.: []
- Original root cause (summary): []
- Actions taken (summary): []
- Date actions completed: [YYYY-MM-DD]
- Effectiveness check due date: [YYYY-MM-DD]

2. Effectiveness check

Leave enough time for the problem to recur if it's going to - checking the day after the fix proves nothing. Three months of clean data beats three days of good intentions.

- Check method: [Re-audit / record review / data trend / observation]
- Period reviewed: [from] to [to]
- Evidence examined: []
- Data sources reviewed: []
- Sample size: []
- Has the nonconformance recurred? [Y/N - details]
- Have similar issues appeared elsewhere? [Y/N - details]
- Data trend attached? [Y/N - ref]
- Interviews conducted? [Y/N - who]

3. Verdict

- Verdict: [Effective - close CAR / Not effective - continue]
- If not effective: further action required: [] | New due date: []
- Re-check date: [YYYY-MM-DD]
- Reported to management review? [Y/N]
- CAR file location: []
- Checked by: [Name / signature / date]
- QA approval: [Name / signature / date]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain with the linked CAR. at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026