

Updating and Completing Corrective Actions (Submit & Mark Complete) – Quick Reference

CA2

If you assigned yourself to the corrective action report, the 'Action Update' and 'Completion Comment' fields become active. Please be sure to enter a comment in these fields before completing the corrective action.

For the following items, please refer to **Figure 01** below.

- 1 **Action Update** – Enter details of any actions (including dates) that were made towards completing the corrective action.
- 2 **Completion Comment** – Enter comments about the corrective action not included in 'Action Update'.
- 3 **Was the Corrective Action Completed Today?** – If the corrective action is complete on the day of submission (i.e. today) tick 'Yes'. Or, if the corrective action was completed on a date prior to submission, tick 'No' and enter the 'Actual End' date it was complete (i.e. if completed corrective action 2 days ago).
- 4 **Submit & Mark Complete** – When the corrective action is complete, select 'Submit and Mark Complete'. This action will close the corrective action and return back to the hazard form.

(Figure 01 : Corrective Action)

Location Details

Faculty / Portfolio: Senior Vice-President (Strategic Financ) School / Division: Human Resources Division

Site: Bedford Park Location: Union

Floor / Level: 2 Room / Area: 207

Further Location Details: GPS Location:

Corrective Action Description *: Hot water service is leaking water on the kitchen floor in the staff common room.

Action to be taken *: Replace leaking hot water service due to being over 10 years old.

Control Type *: 1. Elimination Category: Hazard Management

Action Update *: 1 Organised BEIMs (Maintenance job) to replace the hot water service. 19/8 - Maintenance replaced the hot water service with a new unit.

Completion Comment *: 2 Hazard has been resolved and fixed in a timely manner. Need to inform staff of new unit.

Priority *: 2. High (24 hours) Due Date: 20/08/2014 03:53 PM

Corrective Action Completion Details

Was the Corrective Action Completed Today? Yes No

Actual End *: 3 19/08/2014 11:30 AM

Completion Date: Action Status: Open

Attachments

File Name: [New Hot Water Service Model.jpg](#)

[Add Attachment](#)

Submit Cancel 4 Submit and Mark Complete

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