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.

❶ *Action Update –* Enter details of any actions (including dates) that were made towards completing the corrective action.

❷ *Completion Comment –* Enter comments about the corrective action not included in 'Action Update'.

❸ *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).

❹ *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)