

CORRECTIVE ACTION PLAN (CAP)
 (Use one template for each incident)

GENERAL INFORMATION				
Test Stage:	<input type="checkbox"/> Unit <input type="checkbox"/> Performance	<input type="checkbox"/> Functionality <input type="checkbox"/> Regression	<input type="checkbox"/> Integration <input type="checkbox"/> Acceptance	<input type="checkbox"/> System <input type="checkbox"/> Pilot
Specify the testing stage where the requirement was not met				
Incident Number:	Specify the unique identifier assigned to the incident.		Test Case Number:	
Test Description:	Describe the items being tested, such as versions or revision levels, attributes in which the testing is being conducted.			
Requirement not met:	Describe the requirement and/or deficiency that were not stage. Identify the requirement number and details			
Results of Incident Correction Re-Test:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Re-Test Case Number, if applicable:	Specify the unique test case number.	Date
INCIDENT				
How was the Incident Identified:	Describe how the incident was identified during the test stage.			
Incident Description:	Describe the incident, in detail.			
APPROACH TO COMPLIANCE				
Corrective Action:	Describe the necessary steps to correct the incident.			