

SSPC – PCCP Corrective Action Plan (CAP) Form

CAP INFORMATION:

- Caps are due within 45 days of your audit.
- **Only one CAP per form, use additional forms for each deficiency.**
- Detailed Root Cause Analysis is an important aspect of a CAP submission and must be thorough in order for a CAP to be accepted and for the audit to be considered complete.
- CAPs required and not submitted within PCCP guidelines is cause for certification revocation per PCCP Program rules.
- Please contact SSPC for any needed guidance in filling out your CAP form, we are always happy to answer questions.
- **Email your completed CAP to: CAP@SSPC.ORG**

Submission Date: _____

Company Name: _____

Company POC: _____

POC Phone #: _____

POC Email: _____

Audit Deficiency Number: _____

Description of Deficiency:

ROOT CAUSE ANALYSIS:

Why did the deficiency occur? Include in your response a detailed explanation of why the deficiency occurred (lack of training, negligence, procedure issue, etc.).

Who was the person responsible for oversight (person in charge including title) of the area or the procedure where deficiency happened?

CORRECTIVE ACTION:

How is the deficiency being rectified? Please detail steps:

Who is responsible for implementation and oversight of the corrective action:

What Steps have been taken to ensure this deficiency does not happen again in the future:

CAP Implementation Date: _____

- **Please email your CAP to: CAP@SSPC.ORG**
- **Remember to attach to your email any documentation showing updates, new policies or procedures, or records needed relating to your CAP.**