

**Contractor Corrective Action Plan Evaluation Tool: Finding \_\_\_\_\_ Date \_\_\_\_\_**

**Finding/Background** (*Objective: Ensure findings are restated/documented correctly in contractors own words.*)

1. Are the auditors finding(s) stated correctly within the background? (if applicable) Y/N
2. Are the “Auditor Saw” statements correct? (if applicable) Y/N

**Root Cause Analysis (RCA)** (*Objective: Ensure root cause is adequately identified.*)

1. Is the problem restated correctly under the Cause Analysis? Y/N
2. Is there a logic flow between the DCMA Finding and the Contractor’s Root Cause Analysis? Y/N
3. Is there a complete one to one comparison of root cause against the findings? Y/N
4. Does the root cause analysis sufficiently address all issues identified within the finding? Y/N
5. Did the RCA address the people, processes, and/or tools as indicated? Y/N
6. Does the root cause analysis identify the “who” (level of responsibility), “what” or “organization” responsible for the deficiency? Y/N
7. Does the PA believe that the root causes complete and actionable? Y/N
  - a. If no, please provide explanation.

**Corrective Action (CA) Preventative Action (PA)** (*Objective: Ensure that the CA/PA addresses all identified root cause and actions demonstrate how the non-conformance will be **eliminated.***)

1. Do the Corrective/Preventative actions address all issues identified within the Contractor’s Root Cause Analysis? Y/N
2. Is there a complete one to one relationship of root cause against corrective action? Y/N
3. Do the corrective/preventive actions provide a clear identification as to who will be performing the CA/PA? Y/N
4. Is there a measurement/metric identified that will be used to track progress? Y/N
5. Is there an end product? Is there a product/action(s) identified that will be used to determine completion? Y/N

