

SAMPLE

Corrective Action Plan (CAP) Template

Use this form to document findings, interim controls, actions, and evidence to close.

Finding Summary

Finding ID / Area / Date Identified / Severity (Critical|High|Moderate|Low)

Description:

Risk Statement:

Interim Mitigation

Describe immediate steps taken to reduce risk (owner/date).

Root Cause Analysis (RCA)

Method used (5-why, fishbone, etc.) and root causes identified.

Action Plan

Action # / Owner / Due Date / Dependency / Status

Evidence to Close

Specify screenshots, policy revisions, training rosters, and first clean run of affected report.

Severity Grid (Guidance)

Critical: Lone-actor pathway or missing logs → immediate mitigation and daily attest to TGRA; CAP ≤ 14–30 days.

High: Approvals exist but are not evidenced or are routinely bypassed → CAP ≤ 30 days; interim manual control required.

Moderate: Control works inconsistently or untimely → CAP ≤ 60 days.

Low: Documentation/training clarity → CAP ≤ 90 days.

