

### Form #XX: Corrective Action Report

Directions: Record the date and person who noticed the issue. Record a brief description of the root cause analysis. State what will be done to address the issue. State a timeframe for evaluating effectiveness of the correction.

Date of observation	Person making the observation
4.25.06	Steve Smith
Observation	Root Cause Analysis
Truck number x was left idling in front of the library for 15 minutes. This does not follow the city's "no idling" policy	The driver is a new employee and has not been given the proper training regarding idling. The system for ensuring that new hires are given all required training is not adequate and should be improved.
Proposed Corrective Action	
Human resources will be provided with a list of training needs for each position. During the initial orientation employees and their supervisors will be given a printed list of all the training requirements for that position. Supervisors will check this list to ensure it is current and ensure that all the training requirements are met.	
Evaluation of Corrective Action	
The corrective action will be evaluated within six months or after the next new employee is hired (whichever comes first).	
Effectiveness of Corrective Action	
The new SOP for providing training was used on 10/8/06 and 11/5/06. In both incidences, it appears to be effective in ensuring that new hires are provided with necessary training.	



