

**MIDDLE GEORGIA STATE UNIVERSITY
ENVIRONMENTAL MANAGEMENT SYSTEM**

Corrective and Preventive Action Form

Date Problem Identified _____ Problem Identified by _____

Due Date for Correcting Issue _____ Responsibility of _____

Nature of Problem (describe existing or anticipated problem

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Most likely root cause(s)

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Possible Solutions to Correct Problem and to Prevent Recurrences

Possible Solutions	Action Steps	Date Due	Date Completed

Responsible Person: _____

Signature and Date: _____