How to Correct Audit Findings?

- Adhere to timeframes

- Submit a corrective action plan that specifically state:
  - ✔ **What** procedures will be implemented to permanently correct the finding(s)
  - ✔ **Who** is responsible for completing the task
  - ✔ **When** the procedures for permanently correcting the finding was implemented, including a timeline for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually and when will it begin)
  - ✔ **Where** the corrective action plan will be retained
  - ✔ **How** the staff and facilities will be informed of the new policies and procedures (e.g., Handbook, training, website, etc.)

- Permanently implement the corrective action