

Corrective Action Plans (CAP) Workshop

Workshop description:

This 1-day workshop is intended for individuals who may be required to respond to audit findings by developing corrective action plans. Participants will learn to develop meaningful and appropriate corrective action plans.

Course Content:

- Review of the basic concepts of management systems
- Review of the fundamentals of Quality Assurance
- An explanation of what constitutes a finding and what are the required components that a finding requires to make it valid.
- Discussion on what constitutes short term corrective and what elements should be considered when developing effective short term corrective action.
- Discussion of Root Cause Analysis with an overview of three basic methods, how to use them and what benefits and limitations they each have.
The three basic methods discussed are:
 - 5 Why's
 - Ishikawa Diagrams
 - Cause and Effect
- Discussion on the proper development of long-term preventive action and the importance of proper follow up.
- Review of the Transport Canada CAP Form with a focus on the specific items that Transport Canada is looking for including Transport Canada specific items. This discussion explanations on the differences between generic corrective action plan activities and how it compares with what Transport Canada expects an operator to do.

Cost:

- \$650 – regular price
- \$520 – for CCAA partners
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[Register](#) for Corrective Actions Plan Workshop

Outcome:

Upon the successful completion of this virtual workshop, participants will possess a thorough understanding of how to interpret findings, develop corrective actions, determine root causes and develop preventative actions

Any Questions?

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