

# AERODROME CORRECTIVE ACTION PLAN FORM: AED-F-015

|  |
| --- |
| AAC LogoCape Verde Civil Aviation Agency **CORRECTIVE ACTION FORM** |
| Company Name: | Base Location:  | Date (dd-mm-yyyy): | File: |
| Area of Inspection (Checklist): | Number: |
| **Company Corrective Action**1. Short Term

Completion Date: |
| 1. Long term Corrective Action to Prevent Recurrence (Cause(s) of Problem and Actions to Prevent Recurrence):
 |
| Proposed Completion Date | Company Representative (Name/Signature) | Date(dd-mm-yyyy): |
| AAC Response/Comments 🞏 Accepted 🞏 Rejected New CAP target Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (dd-mm-yyyy) |
| Inspector’s Signature | Date: |
| **Reason for Closure/Follow-Up/ Comments** |  |  |
| CAP Tracking Form in Use 🞏 Yes 🞏 No On-Site Follow-Up Required 🞏 Proposed Date \_\_\_\_\_\_\_ |
| 🞏 Administratively Closed 🞏 Closed Pursuant to CV-CAR Long Term Corrective Action Exceeding 90 days |
| Date of Closure (dd-mm-yyyy): | SRS Updated 🞏 | Finding Closed By: |
| AAC Form |

|  |
| --- |
| AAC LogoCape Verde Civil Aviation Agency **CORRECTIVE ACTION FORM- PART 1** |
| Company Name: | Base Location:  | Date (dd-mm-yyyy): | File: |
| Área of Inspection (Checklist): | Number: |
| **Immediate or Short Term Corrective Action Company Corrective Action**Completion Date: |
| **Long term Corrective Action** 1. Cause(s) of Problem
2. Actions to Prevent Recurrence
 |
| Proposed Completion Date | Company Representative (Name/Signature) | Date(dd-mm-yyyy): |
| AAC Form |

|  |
| --- |
| AAC LogoCape Verde Civil Aviation Agency **CORRECTIVE ACTION FORM- PART 2** |
| Company Name: | Base Location:  | Date (dd-mm-yyyy): | File: |
| Área of Inspection (Checklist): | Number: |
| AAC Response/Comment🞏 CAP AcceptedProposed follow-up 🞏 On-site OR 🞏 Administrative Proposed Follow-up date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 CAP Rejected 🞏 New CAP Target Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Inspector’s Signature | SRS Update: | Finding Closed by: |
| **Finding Closed Reason(s)/Follow-up/Comment(s)**Follow-up completed 🞏 On-Site OR 🞏 Administrative Date Completed (dd-mm-yyyy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Closed Pursuant to CV-CAR Long Term Corrective Action Exceeding 90 days 🞏Tracking Form in Use 🞏 yes 🞏 No Tracking File Location  |
| Date of Closure (dd-mm-yyyy): | SRS Updated 🞏 | Finding Closed By: |
| AAC Form |