# Corrective Action Logbook Form [version (5/7/08)]

Instructions: Complete this form and save it. If you need more than one line you can just continue on the next line. Include as much detail as you can. You do not have to limit yourself to one line per entry. Use as much space as you need to explain the situation clearly.

## *Example QC failures (there are others)*

| Method blank | LCS | Replicate (duplicate) | Matrix spike |
|---|---|---|---|
| QCS samples | Proficiency Testing samples | Calibration | Lab policy or procedure not followed |

| Date | Test | What was the problem (or what failed)? | What was done to try and fix the problem? | Did the fix work? (Y/N) | Qualify data (Y/N) | How do you know the fix worked? | Analyst Initials |
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