If you assigned yourself to the corrective action report, the ‘Action Update’ and ‘Completion Comment’ fields become active. Please be sure to enter a comment in these fields before completing the corrective action.

For the following items, please refer to **Figure 01** below.

1. **Action Update** – Enter details of any actions (including dates) that were made towards completing the corrective action.

2. **Completion Comment** – Enter comments about the corrective action not included in ‘Action Update’.

3. **Was the Corrective Action Completed Today?** – If the corrective action is complete on the day of submission (i.e. today) tick ‘Yes’. Or, if the corrective action was completed on a date prior to submission, tick ‘No’ and enter the ‘Actual End’ date it was complete (i.e. if completed corrective action 2 days ago).

4. **Submit & Mark Complete** – When the corrective action is complete, select ‘Submit and Mark Complete’. This action will close the corrective action and return back to the hazard form.

(Figure 01: Corrective Action)