



**SAFETY AND SECURITY OVERSIGHT PROGRAM  
CHECKLIST FOR REVIEWING AND APPROVING FGTS  
CORRECTIVE ACTION PLANS**

SSO-10  
09-13-05

<b>FGTS:</b>  <hr/>	<b>Date Submitted:</b>  <hr/>
<b>CAP Date/Description:</b>  <hr/>	<b>Reviewer(s):</b>  <hr/>
<b>Corrective Action Element</b>	<b>Comment</b>
<b>Plan identifies origin of the finding for which the CAP is required</b> <ul style="list-style-type: none"> <li>▪ Investigation Report</li> <li>▪ Hazard Worksheet</li> <li>▪ Internal Safety Review Report</li> <li>▪ SSPP Implementation Review</li> <li>▪ Three Year Safety Review</li> <li>▪ Other (specify)</li> <li>▪ Origin of deficiency is not identified</li> </ul>	
<b>Complete description of CAP development and implementation</b> <ul style="list-style-type: none"> <li>▪ Element or act identified as deficient or an area of concern (description of problem)</li> <li>▪ Identity of department /individual responsible for developing and implementing CAP</li> <li>▪ Description of planned activities to resolve/correct deficiency or area of concern</li> <li>▪ Projected schedule of implementation</li> </ul>	
<b>Monitoring/Tracking the CAP</b> <ul style="list-style-type: none"> <li>▪ Written processes or procedures provided for monitoring and tracking status of CAP</li> <li>▪ Department/individual responsible for monitoring and tracking implementation of CAP</li> <li>▪ Department/individual responsible for coordinating CAP activities with the Department</li> <li>▪ Provisions for status reports to the Department</li> <li>▪ Provisions for notifying the Department when CAP is fully implemented</li> <li>▪ Provisions for documenting CAP implementation</li> <li>▪ Provisions for the Department to verify completion of implementation of CAP</li> </ul>	



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<b>FGTS:</b>	<b>Date Submitted:</b>
<b>CAP Date/Description:</b>	<b>Reviewer(s):</b>
<b>This Corrective Action Plan is:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved, additional requirements specified below	
<b>Comments/Requirements:</b> <hr/> <hr/> <hr/>	
<b>Reviewed By:</b>	<b>Date:</b>
<b>Approved By:</b>	<b>Date:</b>