

Corrective actions - Complete and submit a corrective action task for validation

This feature allows you to submit a corrective action task for validation once the corrective measures have been implemented.

Note: when a corrective action is assigned to a user, a task with a **Corrective Action tag** is assigned to that user. This task can be viewed from the **My Tasks** section of the dashboard.

STEP 1

To complete a corrective action task, go to the platform dashboard, in **the My tasks** section. Among the tasks assigned, identify the one with the **Corrective Action tag**.

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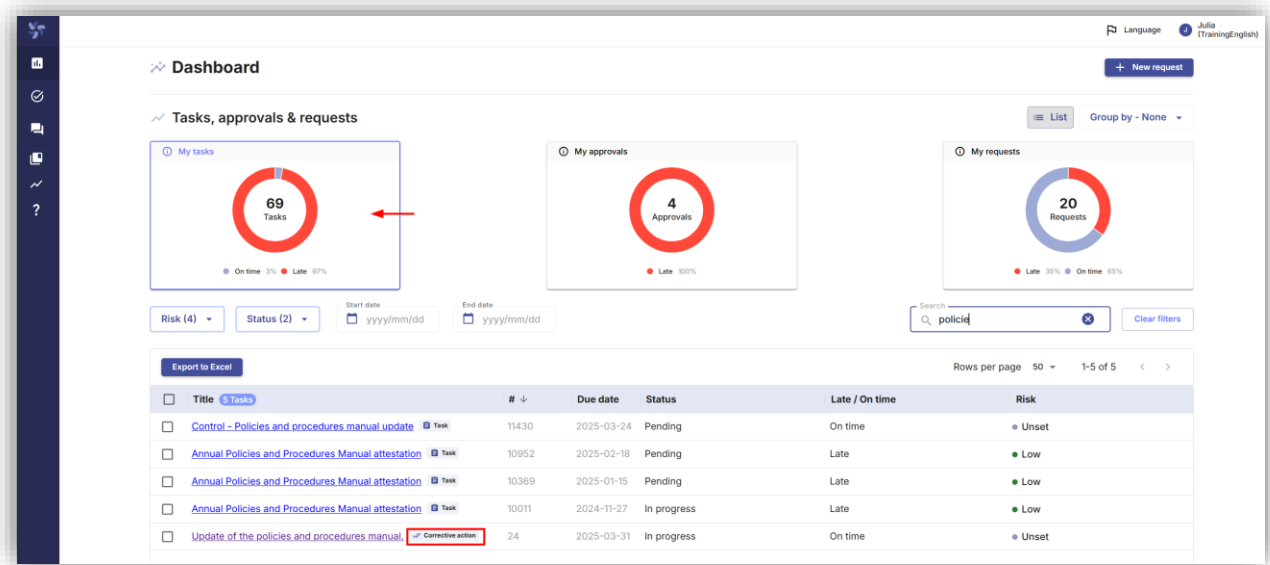


Figure 1: Dashboard page with the corrective action task.

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STEP 2

Click on the name of the corrective action task to view the details. Read about the **finding**, the **corrective action** to be taken and the **due date**.

If issues prevent completion of the corrective action by the due date, it may be put on hold.

If a particular control has been assigned to you in connection with the corrective action, make sure you have submitted it for validation before completing and submitting the corrective action.

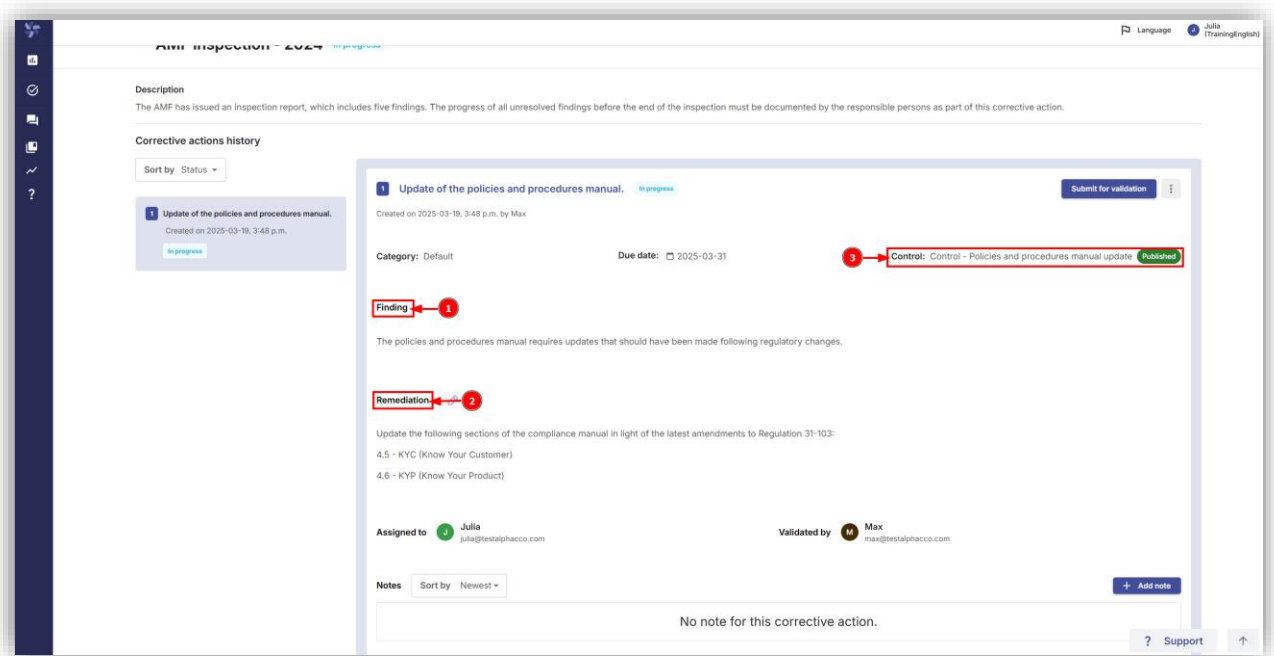


Figure 2: Corrective action details page.

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STEP 3

Once you have separately answered the control task initiated by the corrective action, click on **Submit for validation**.

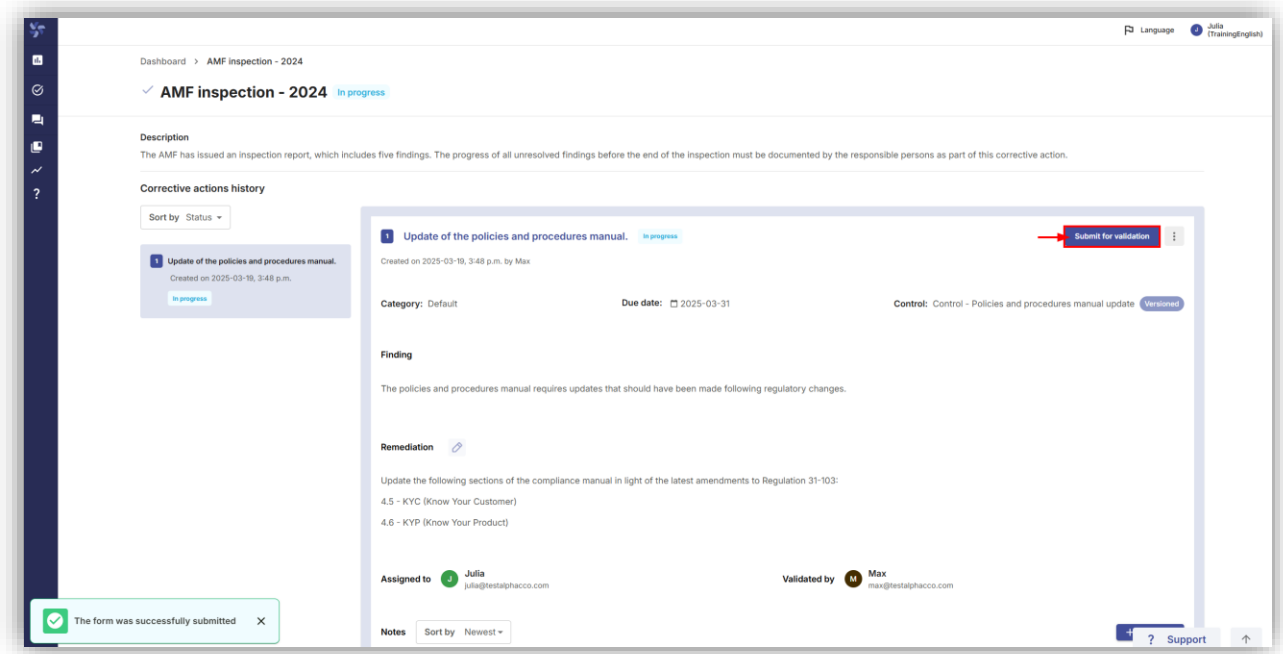


Figure 3: Corrective action details page with submit button for validation.

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STEP 4

In the window that appears, add a note, then click on **Submit for validation** to confirm.

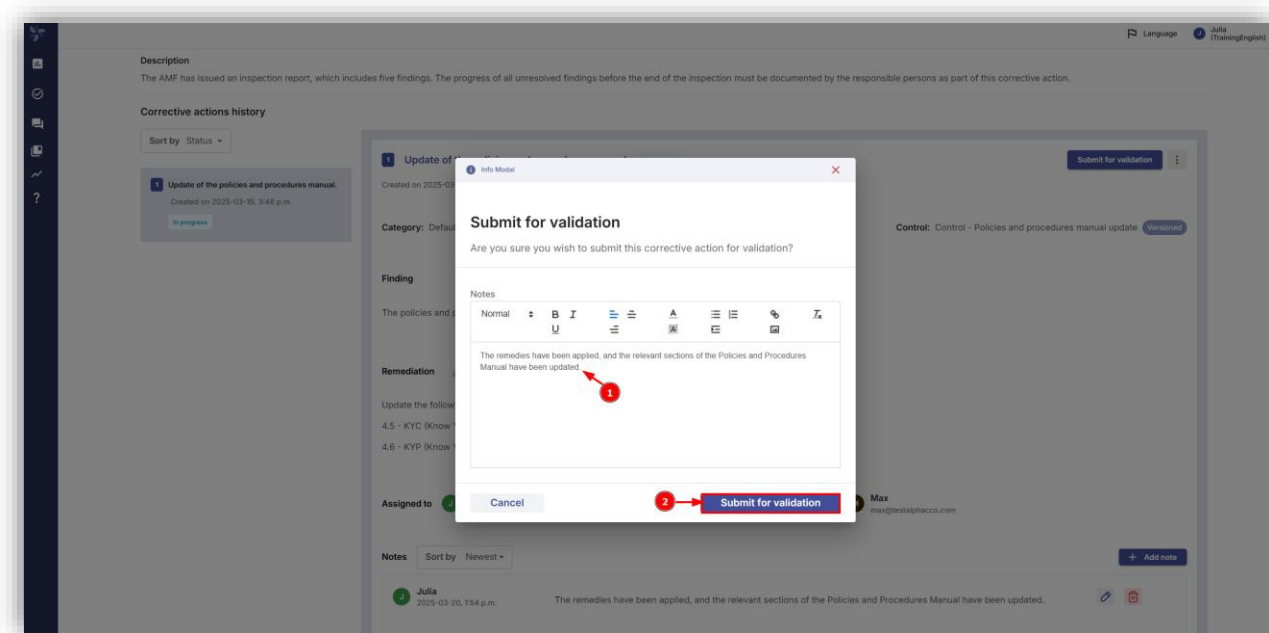


Figure 4: Window for submitting a completed corrective action for validation.

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STEP 5

The status of the corrective action changes to **Submitted for validation** with the note added.

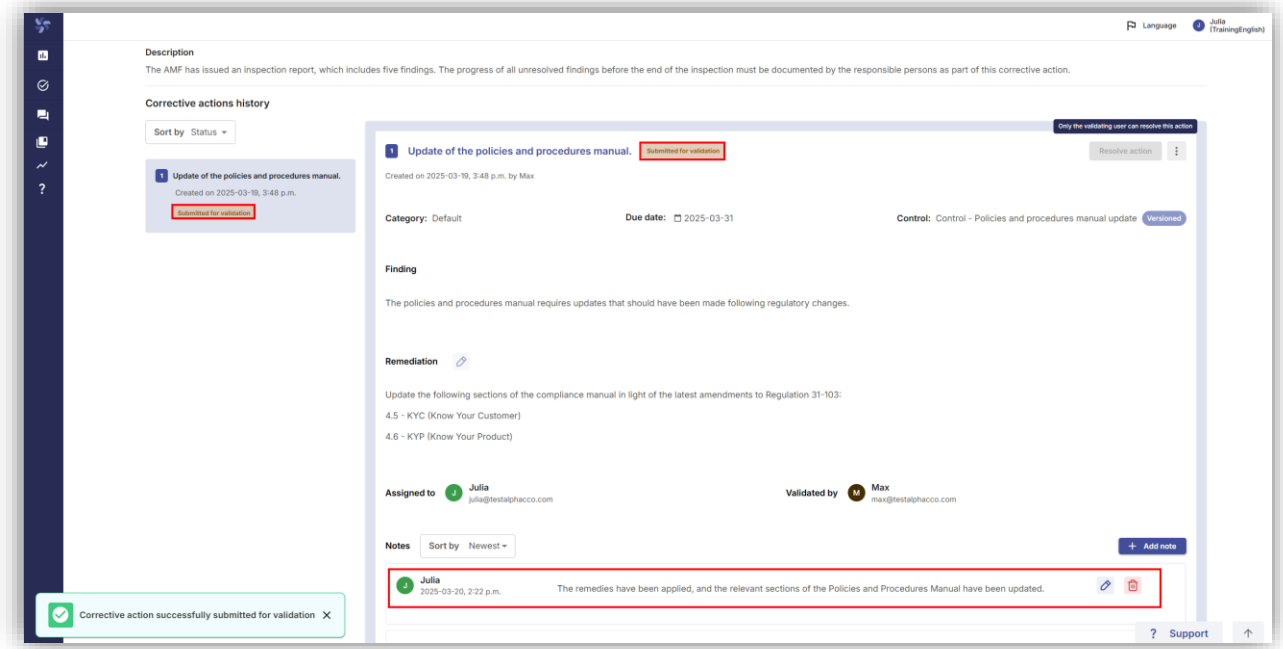


Figure 5: Details page of the corrective action submitted for validation.

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at [.support@alphacco.com](mailto:support@alphacco.com)