## Corrective Action & Improvement Report (CAIR)

Use this form to ensure that problems that you discover with your flock or property management activities or record keeping that can’t be fixed immediately get dealt with in a reasonable time frame and to keep a record of what you will do to reduce the risk of the same problem happening again.

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| --- | --- |
| Date: | CAIR Number: |

**Corrective Action**

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| Area/activity where the problem occurred |
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| Description of what happened (date, location, how the problem was noticed, why it is a problem) |
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| Description of what caused the problem (or your best guess about what the cause is) |
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| What will be done to fix this problem? |
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| Date the problem will be fixed: |
|  |
| Responsible person |
| Name: | Signature: | Date: |
| Confirmation that the problem is fixed (signed off by flock owner/manager) |
| Name: | Signature: | Date: |
| **Improvement Action** |
| What will you do to prevent (or reduce the risk) of the same thing happening again? |
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| Confirmation that the improvement is in place (signed off by responsible person) |
| Name: | Signature: | Date: |