

[organization name]

## Appendix 5 – Preventive Action Record

Reason for initiating preventive action:			
Team for analyzing potential nonconformity and enforcing action:			
1.			
2.			
3.			
Influence on:			
a)			
b)			
c)			
Proposed actions			
	[name]	[date]	
	[name]	[date]	
	[name]	[date]	
Report about implemented actions:			Reported by:
Verification of implemented actions for effectiveness		Date	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Preventive action does not have an adverse effect			

**Commented [16A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [16A2]:** To handle documents in an ISO-compliant Document Management System, use Conformio: <http://advisera.com/conformio>

**Commented [16A3]:** E.g.

**Commented [16A4]:** Detailed description of potential non-

**Commented [16A5]:** In this section, explain whether the preventive action is needed to remove non-conformity or not.

**Commented [16A6]:**

**Commented [16A7]:** If Yes, then also write in the name of part of system.

**Commented [16A8]:** Write in whether the implementation is

**Commented [16A9]:**

**Commented [16A10]:** Report about intervention, bills, photos, etc.

**Commented [16A12]:**

**Commented [16A11]:** Delete those that are unnecessary.

[job title]

[name]

[signature]