

[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]