

[organization name]

Appendix 2 – Corrective Action Record

Reason for initiation of Corrective Action:			
Process in which non-conformity was discovered:			
Is non-conformity repeated?			
Enforcing deadline:		Action ordered by:	
1.			
2.			
3.			
Cause of non-conformity:			
Non-conformity analysis:			
Corrective actions:			
Corrective action affects other parts of system:			
Report date:		Reported by:	
Responsible person:			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Commented [AS91001]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [AS91002]: E.g. Internal audit, External audit, Customer's complaint, etc.

Commented [AS91003]: Detailed description of non-conformity, link to AS9100D 2016 standard.

Commented [AS91004]: Name and signature.

Commented [AS91005]: Non-conformity mustn't necessarily

Commented [AS91006]: If Yes then also write the name of the process.

Commented [AS91007]: Name the person who ordered action.

Commented [AS91008]: In this section explain whether the

Commented [AS91009]: Delete unnecessary parts.

Commented [AS910010]: If there are more than one

Commented [AS910011]: If Yes then also write in the name of part of system.

Commented [AS910012]: Write in whether the

Commented [AS910013]: Name of person who made the report.

Commented [AS910014]: Report about intervention, bills, photos, etc.

Commented [AS910015]: Person responsible for monitoring

Commented [AS910016]: Delete those that are unnecessary.

[job title]

[name]

[signature]