

[organization name]

Appendix 2 – Registry and Status of Corrective and Preventive Actions

Reason for implementing action	Description of action	Record ID	Date	Number of initiated actions		Responsible person	Status of action
				Corrective	Preventive		

Commented [AES1]: If the organization uses electronic

Commented [AES3]: Copy from Appendix 1 –

Commented [AES4]: Corrective and preventive actions can

Commented [AES2]: E.g. internal audit, external audit,

[job title]

[name]

[signature]

Commented [AES5]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.