

[organization name]

[confidentiality level]

## Appendix – Corrective Action Form

Corrective action no. _____		
Description of nonconformity:		
Reference to the standard:	Name of the person who identified the nonconformity:	Signature
Cause of nonconformity:		
Is it necessary to take corrective action? YES – NO (circle)		
Who must be informed about implemented action:		
Person responsible for:	Person responsible for:	Person responsible for:
Signature		Signature
Signature		Signature
Signature		Signature

**Commented [EU GDPR1]:** To learn how to fill out this document, and to see real-life examples of what you need to write, watch this video tutorial: "How to Write ISO 27001 Procedure for Corrective and Preventive Action".

To access the tutorial, choose one of the following options (depending on how you received the document):

a) For document(s) delivered via Conformio: log into Conformio, click "Helpful materials" in the top menu, choose your language, and open the folder "Video tutorials".

b) For document(s) delivered via email: in your Inbox, find the email that you received at the moment of purchase - there, you will see a link that will enable you to access the video tutorial.

**Commented [EU GDPR2]:** Learn about how to use this form in this article:

Practical use of corrective actions for ISO 27001 and ISO 22301  
<https://advisera.com/27001academy/blog/2013/12/09/practical-use-of-corrective-actions-for-iso-27001-and-iso-22301/>

**Commented [EU GDPR3]:** Forms need not be signed if they are used in electronic form.