

[organization name]

Appendix 2 – Corrective Action Record

Reason for initiation of Corrective Action:			
Process in which nonconformity was discovered:			
Is nonconformity repeated?		*	
Action ordered by:			
1. [name], team leader 2. [name], team member 3. [name], team member			
Cause of nonconformity:			
* 			
Corrective action affects other parts of system:		*	
Report date:		Reported by:	
*		*	
Verification of implemented actions for effectiveness:		Date:	
<input type="checkbox"/> []		*	
<input type="checkbox"/> []			
<input type="checkbox"/> []			

Commented [45A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [45A2]: To handle documents in an ISO-compliant Document Management System, use Conformio: <http://advisera.com/conformio>

Commented [45A3]: E.g., Internal audit, External audit, incident, etc.

Commented [45A4]: Name and signature.

Commented [45A5]: Nonconformity mustn't necessarily be

Commented [45A6]: process.

Commented [45A7]:

Commented [45A8]: While identifying cause of nonconformity consider not only the process where nonconformity occurred, but also the previous processes. Cause of nonconformity can be in some other process.

Commented [45A9]: If there are more than one corrective action write them in the order of priorities.

Commented [45A10]: If Yes then also write in the name of part of system.

Commented [45A11]:

Commented [45A12]:

Commented [45A13]: Report about intervention, bills, photos, etc.

Commented [45A15]:

Commented [45A14]: Delete those that are unnecessary.

[job title]

[name]

[signature]

Commented [45A16]: Only necessary if document is in paper form.