

[organization name]

Appendix 2 – Corrective Action Record

Reason for initiation of Corrective Action:			
Non-conformity record ID or short description of non-conformity:			
Process in which non-conformity was discovered:	Person who spotted non-conformity:		
Process in which non-conformity occurred:		Is non-conformity repeated?	
Team for analyzing non-conformities and enforcing action:		Following deadline:	Responsible for enforcing action:
1. [name], team leader 2. [name], team member 3. [name], team member			
Cause of non-conformity:			
Corrective actions:			
Corrective action affects other parts of system:			
Report about implemented actions:		Report date:	Reported by:
Objective evidences of implemented action:			
Verification of implemented actions for effectiveness:		Date:	Responsible person:
<input type="checkbox"/> Cause of non-conformity completely removed			
<input type="checkbox"/> Cause of non-conformity partially removed			
<input type="checkbox"/> Cause of non-conformity not removed; the new order is issued			

Comment [14A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Comment [14A2]: E.g. Internal audit, External audit, Customer's complaint, etc.

Comment [14A3]: Name and signature.

Comment [14A4]: Non-conformity mustn't repeat. It can be discovered by non-compliance of a few processes later.

Comment [14A5]: If Yes then also write the name of the process.

Comment [14A6]: Name the person who ordered.

Comment [14A7]: While identifying cause of non-conformity, it is important to identify the process. Cause of non-conformity can be in some other process. For example:
Non-conformity: Oil spill in waste oil storage.
waste oil were not fit for intended use.

Comment [14A9]: If Yes then also write in the name of part of system.

Comment [14A11]: Name of person who made the report.

Comment [14A14]: Person responsible for implemented corrective actions.

Comment [14A13]: Delete those that are unnecessary.

[job title]

[name]

[signature]

Comment [14A15]: Only necessary if document is in paper form.