

[organization name]

## Appendix 2 – Corrective Action Record

Reason for initiation of Corrective Action:			
Description of nonconformity:			
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"/>			

[job title]

[name]

[signature]

**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.

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