

[organization name]

[confidentiality level]

Appendix 1 – Corrective Action Form

Corrective action no. <i>E.g. CAF-NNN-YYYY</i>		
<i>[Blurred content]</i>		
<i>[Blurred content]</i>		
<i>[Blurred content]</i>	Name of the person who	Signature
<i>[Blurred content]</i>	<i>[Blurred content]</i>	<i>[Blurred content]</i>
<i>[Blurred content]</i>		
<i>[Blurred content]</i>		
Is it necessary to take corrective action? YES – NO (circle)		
<i>[Blurred content]</i>		
<i>[Blurred content]</i>		
<i>[Blurred content]</i>		
Approved by <i>E.g. Compliance officer</i>	<i>[Blurred content]</i>	<i>[Blurred content]</i>
Corrective action implemented on: <i>E.g. July 10, 2019</i>	Signature	
<i>[Blurred content]</i>	Signature	
<i>[Blurred content]</i>	Signature	

Commented [27A1]: 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: In your Inbox, find the email that you received at the moment of purchase. There, you will see a link and a password that will enable you to access the video tutorial.

Commented [27A2]: 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 [3]: Here you should consider:

[Blurred content]

Commented [27A4]: Forms need not be signed if they are used in electronic form.

Commented [27A5]: E.g., *[Blurred content]*