

[Organization logo]

[Organization name]

Commented [45A1]: All fields in this document marked by square brackets [] must be filled in.

PROCEDURE FOR THE MANAGEMENT OF NONCONFORMITIES AND CORRECTIVE ACTIONS

Commented [45A2]: If you already implemented ISO 9001 and/or ISO 14001, you do not need to duplicate this procedure for ISO 45001 - it is enough to add the marked sections to your existing procedure - please see the comments below.

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [45A3]: Adapt to the existing practice in organization.

Distribution list

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Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to describe all activities related to the identification of nonconformities, initiation, implementation, and keeping of records of corrections, as well as corrective actions.

This procedure is applied to all potential and incurred nonconformities related to the Occupational Health & Safety Management System (OH&SMS).

Users of this document are all persons responsible for processes in [organization name].

Commented [45A5]: If you already have ISO 9001 and/or ISO 14001, just insert this part into existing procedure for nonconformities and corrective actions.

2. Reference documents

- ISO 45001:2018 standard, clause 10.2
- OH&S Manual
- Procedure for Internal Audit

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3. Managing nonconformities and corrective actions

3.1. Nonconformities

A nonconformity is any failure to meet the requirements of the standards, internal documentation,

[redacted]

[redacted]

with its consequences.

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Commented [45A9]: If you already have ISO 9001 and/or ISO 14001, just insert this part into existing procedure for nonconformities and corrective actions.

Commented [45A10]: Examples:
[redacted]

3.2. Corrective action

A corrective action may be suggested by any employee or (where appropriate) client, supplier, or

[redacted]

In case of new or changed hazard or need for new or changed control, [job title] will ensure that

[redacted]

- OH&S management system performance
- OH&S performance

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Commented [45A12]: Examples:
[redacted]

[organization name]

By reviewing corrective actions, [job title] ensures that consequences of the corrective action don't

3.3. Implementation of corrective actions

Corrective actions are implemented in the following way:

Step	Person responsible for implementation
Reviewing nonconformity	[Job title], together with owner of process where nonconformity occurred
Defining the scope of nonconformity by [redacted] [redacted]	Process owner together with [Job title]
Containment actions that immediately correct [redacted]	[redacted] [redacted]
Identifying cause of nonconformity	Person responsible for resolving nonconformity
[redacted] [redacted] [redacted]	[redacted] [redacted] [redacted]
Planning corrective action	[redacted] [redacted]
[redacted]	[redacted] [redacted]

Commented [IG13]: E.g.: management representative, OH&S manager, etc.

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Each of the above steps must be recorded in the corrective action record.

3.4. Corrective actions review

The process owner in charge of enforcing corrective actions defines the deadline for the action

[redacted]
[redacted]

[redacted]
[redacted]

Effectiveness of all corrective actions must be reviewed during the internal audit.

4. Managing records kept on the basis of this document

[organization name]

Record name	Code	Storage		Responsibility
		Retention time	Location	
OH&S Nonconformity Record	PR.12.1	2 years	[office of [job title]]	[job title]
Corrective Action Record	PR.12.2	2 years	[office of [job title]]	[job title]
Registry and Status for Corrective Actions and Nonconformities	PR.12.3	2 years	[office of [job title]]	[job title]

Commented [45A16]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Commented [45A17]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Commented [45A18]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees access to the records.

5. Appendices

- Appendix 1 – OH&S Nonconformity Record
- Appendix 2 – Corrective Action Record
- Appendix 3 – Registry and Status for Corrective Actions and Nonconformities