Appendix 2 – Corrective or Preventive Action Form

Tr.			
Corrective/Preventive action no.	Corrective action / Prever	ntive action	Commented [20A1]: Circle the one that applies.
Description of [potential] nonconformity:			Commented [20A2]: Delete this if you are using this form to
E.g. Three changes performed last month have not been properly documented			register corrective action.
		The state of the s	Commented [20A3]:
+			Commented [20A5].
			Commented [20A5]:
			Commented [20A4]:
Cause of nonconformity:			
E.g. One of the new employees assigne	ed with the Change Analyst	role has not been properly	
trained during on-boarding.			
If similar nonconformity already exists	refer here to its Corrective	Preventive action no.:	-
Is it necessary to take corrective/preventive action?: YES – NO			Commented [20A6]: Delete the one that does not apply.
IS RETICECOSALLY TO TAKE COTTECTIVE DECIDIT. 125 NO			Commented [20A7]:
			Commented [20A8]: Delete the one that does not apply.
Who must be informed about implemented action:			Commented [20A9]: Include the job title of the person that
E.g. IT Manager			needs to be informed about implemented action.
The state of the s	and the latest terminal termin		-
			Commented [20A10]:
			Commence [20A20].
Corrective / preventive action implem	ented on: <i>E.g.</i> 5/15/2020	Signature:	Commented [20A11]: Delete the one that does not apply.
The second of the segment of			
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Appendix 1 – Corrective or Preventive Action Form

ver [version] from [date]

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