**Corrective Action Form ISO 9001**

**Date of Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reported By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Incident Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Non-Conformity Description:
Describe the identified non-conformity in quality standards. Include relevant details to clarify the issue.**

**Immediate Corrective Actions:
List the immediate corrective actions taken to resolve the non-conformity.**

**Root Cause Analysis:
Identify and analyze the root cause of the non-conformity to prevent recurrence.**

**ISO Corrective Action Plan**

| **Action Step** | **Assigned Party** | **Target Completion** | **Verification** |
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**Verification of Effectiveness:
Check one of the following to verify action effectiveness.**

* **Effective**
* **Needs Adjustment**

**ISO Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**