

ISO 9001:2015 Corrective Action Checklist

This quality management corrective action report can assist in analyzing risks and can be used by all within an organization.

By:

Date:

Time:

1. Details of Non-Conformity Identified:

2. Corrective Action Report Reference:

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Risk Matrix

| | | | | |
|------------------------------|-----------------|----------|--------|-------------|
| Likelihood > Consequences | Highly Unlikely | Unlikely | Likely | Very Likely |
| Negligible Consequences | Low | Low | Medium | Medium |
| Minor Consequences | Low | Medium | Medium | High |
| Major Consequences | Medium | Medium | High | High |
| Catastrophic Consequences | Medium | High | High | High |

| | | | | |
|----------------------------------|-----|----|-----|----------|
| 3. Consequences: Very Likely | Yes | No | N/A | Comments |
| 4. Consequences: Likely | Yes | No | N/A | Comments |
| 5. Consequences: Unlikely | Yes | No | N/A | Comments |
| 6. Consequences: Highly Unlikely | Yes | No | N/A | Comments |
| 7. Likelihood: Very Likely | Yes | No | N/A | Comments |
| 8. Likelihood: Likely | Yes | No | N/A | Comments |
| 9. Likelihood: Unlikely | Yes | No | N/A | Comments |

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| | | | | |
|---|-----|----|-----|----------|
| 10. Likelihood: Highly Unlikely | Yes | No | N/A | Comments |
| 11. Results: High Risk | Yes | No | N/A | Comments |
| 12. Results: Medium | Yes | No | N/A | Comments |
| 13. Results: Low | Yes | No | N/A | Comments |
| 14. Additional comments describing risk and priority: | | | | |
| 15. Proposed response to deficiency: | | | | |

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16. Describe corrective action:

17. Timeline of Implementation:

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