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| --- | --- | --- | --- | --- |
| **1** | Organisation: |  | Nonconformity no: |  |

|  |  |  |
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| **2** | Root cause analysis1:  *Summarise results of root cause analysis* |  |
| Safety Assessment2: *(if appropriate)* |  |

Note 1: Investigate how /why this happened – Identify and justify which root cause(s), if removed or changed, will prevent recurrence.

Note 2: Use the organisation procedures for safety assessment and list conclusion/s and mitigation/s (if applicable).

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| **3** | Correction:  *Immediate fix/disposition of an existing nonconformity with completion dates. Attach supporting documents.* |  |

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| **4** | Proposed Corrective Action Plan:  *Effective solutions to prevent recurrence* |  |

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| **5** | Acceptance of proposed corrective action | The person below concurs with the proposal and is considered equivalent to a signed proposal. |
| *Quality/Compliance manager or his/her deputy accepting the proposed corrective action. Print: name and date:*  Name:       Date: | | |

**For ICETRA use only**

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| **6** | ICETRA acceptance/rejection of the proposed corrective action | Accepted | Rejected |
| *Comments/explanations (if applicable)* | | | |
| *Inspector name and date:*  Name:       Date: | | | |