

ISO 9001:2015 Corrective Action Report Template

Template Information

Template ID	iso-9001-2015-corrective-action-report
Version	v1.0
Language	English (en)
Number of Check Items	3
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: A Corrective Action Report is a detailed plan of steps that aim to eliminate process discrepancies, identify root cause/s, and prevent recurrences of root causes. They are implemented to identify, resolve, and prevent issues of quality non-conformity. Use this template to collaborate with cross-functional teams and have a well-documented, risk-based corrective action process that is compliant with ISO 9001:2015.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 3 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

ISO 9001:2015 Corrective Action Report Template — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
	Corrective Action Report	Principal Investigator		
	Corrective Action Report	Details of Non-Conformity Identified		
	Corrective Action Report	Add photo evidence of deficiency if applicable		
	Corrective Action Report	Reference		
	Corrective Action Report	Response to deficiency		
	Corrective Action Plan	Describe corrective action		
	Corrective Action Plan	Risk Matrix Reference		
1	Corrective Action Plan	Consequences		
2	Corrective Action Plan	Likelihood		
3	Corrective Action Plan	Risk Rating		
	Corrective Action Plan	Additional comments		
	Corrective Action Plan	Timeline of Implementation		

ISO 9001:2015 Corrective Action Report Template — Scoring & Sign-off

Sign-off

Signature of Auditor	
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