**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: | | | | |
| 1. Corrective Action Report Reference: | | | | |

## 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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Consequences: Very Likely | Yes | No | N/A | Comments |
| 1. Consequences: Likely | Yes | No | N/A | Comments |
| 1. Consequences: Unlikely | Yes | No | N/A | Comments |
| 1. Consequences: Highly Unlikely | Yes | No | N/A | Comments |
| 1. Likelihood: Very Likely | Yes | No | N/A | Comments |
| 1. Likelihood: Likely | Yes | No | N/A | Comments |
| 1. Likelihood: Unlikely | Yes | No | N/A | Comments |
| 1. Likelihood: Highly Unlikely | Yes | No | N/A | Comments |
| 1. Results: High Risk | Yes | No | N/A | Comments |
| 1. Results: Medium | Yes | No | N/A | Comments |
| 1. Results: Low | Yes | No | N/A | Comments |
| 1. Additional comments describing risk and priority: | | | | |
| 1. Proposed response to deficiency: | | | | |
| 1. Describe corrective action: | | | | |
| 1. Timeline of Implementation: | | | | |