



Template: Corrective Action Plan

Here's a sample corrective action plan template that you can customize based on the specific non-conformity or issue identified within the ISO 22301:2019 framework:

Corrective Action Plan

Non-Conformity Details:

- **Date of Identification:**
- **Nature of Non-Conformity:**
- **Location/Process Affected:**
- **ISO 22301 Requirement Violated:**
- **Evidence or Documentation:**

Root Cause Analysis:

- **Investigation Team:**
- **Methodology Used:**
- **Root Cause(s) Identified:**

Immediate Corrective Actions Taken:

- **Description of Immediate Actions:**
- **Date Implemented:**
- **Person(s) Responsible:**

Corrective Action Plan:

- **Objective:**
 - Clearly state the objective of the corrective action plan.
- **Actions to be Taken:**
 1. [Detailed description of action #1]
 2. [Detailed description of action #2]
 3. [Detailed description of action #3]
 - Continue as necessary.
- **Timeline:**
 - Define the timeline for each action, including start and completion dates.
- **Responsibilities:**
 - Specify the individuals or teams responsible for each action.
- **Resources Required:**
 - Identify any resources, tools, or training needed to implement the corrective actions.
- **Verification and Monitoring:**
 - Outline the process for monitoring and verifying the effectiveness of each corrective action.



- **Preventive Measures:**
 - Detail any preventive measures that will be put in place to avoid similar non-conformities in the future.

Review and Approval:

- **Review Date:**
- **Reviewing Authority:**
- **Approval Signature:**

Documentation:

- **Document Control Number:**
- **Location of Document:**
- **Related Records:**
- **Communications:**

Follow-Up Actions:

- **Review and Evaluate Effectiveness:**
 - Specify when and how the effectiveness of the corrective actions will be reviewed.
- **Additional Actions (if necessary):**
 - Describe any additional actions that may be required based on the effectiveness review.

Notes:

- This template is a guide; adjust details based on the nature of the non-conformity and organizational needs.
- Regularly review and update the corrective action plan as needed.
- Communicate progress and changes to relevant stakeholders.

This corrective action plan template provides a structured framework for addressing non-conformities, implementing corrective actions, and ensuring ongoing compliance with ISO 22301:2019 requirements.