Corrective Action Register Template (AI-Specific)

Header Section

- **Organization Name:** _____

- **Department:** _____

- **Register Owner:** _____

- **Version:** _____

- **Date:** _____

Corrective Action Register Table

S/N	Nonconformity ID	Date Identified	AI System / Process	Description of Nonconformity	Root Cause Analysis	Corrective Action(s)	Responsible Person	Target Date	Status	Verification & Evidence	Date Closed
1	NC-AI-001	12-Aug-2025	AI Risk Assessment	Missing bias analysis step	Lack of awareness of ISO 42001 requirements	Conduct bias impact analysis, update procedure	AI Governance Officer	25-Aug-2025	Open	Evidence of updated procedure	—
2	NC-AI-002										

Key Sections Explained

- **Nonconformity ID:** Unique reference for each nonconformity (e.g., NC-AI-001).

- **AI System / Process:** Which AI lifecycle stage or system is affected.

- **Description of Nonconformity:** Clear, factual statement of what went wrong.

- **Root Cause Analysis:** Outcome of RCA (e.g., 5 Whys, Fishbone).

- **Corrective Action(s):** Specific steps to eliminate the root cause.

- **Responsible Person:** Owner of the action.

- **Target Date:** When the action should be completed.

- **Status:** Open, In Progress, Completed.

- **Verification & Evidence:** Auditor's notes, links to documents, screenshots, logs.

- **Date Closed:** When all actions verified as effective.