

**ELEMENT 14**  
**Non-conformance: Preventive & Corrective Action**

**Checklist**

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- You have a procedure for investigating and correcting non-conformances.
- You have a procedure that is consistent with your critical control points, operational controls, risk profile, and environmental history.
- You have a procedure that addresses corrective and preventive actions, including steps to mitigate any actual or potential significant environmental impacts.
- You have a procedure that addresses communications required for non-conformances scenarios.
- You have a process for identifying and analyzing the root causes of non-conformances and for developing solutions to prevent their recurrence.
- You have a procedure for recording any corrective and/or preventive actions and for incorporating any changes into applicable procedures associated with this and other Elements.
- You have a procedure for tracking the effectiveness of all corrective and preventive actions.

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Reviewer's Signature

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Date