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**Appendix 1 – Corrective Action Form**

|  |  |  |
| --- | --- | --- |
| Corrective action no. *E.g. CAF-NNN-YYYY* | | |
| …  *E.g. Software code is not being backed up according to the Backup Policy. Evidence: backup log xyz system* | | |
| …  *E.g. Software development department* | Name of the person who identified the nonconformity  *…* | Signature |
| … | | |

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