Corrective and Preventive Action (CAPA) Policy

Version: DRAFT

Date: \_\_\_\_\_\_\_\_\_\_

Prepared by: Ernesto Ganadores Jr.

1. Purpose

[Outline the purpose of establishing a formal CAPA process to address nonconformities.]

2. Scope

[Define where the CAPA policy applies within the ISMS.]

3. Policy Statements

- [All nonconformities must be documented.]  
- [Root cause analysis will be conducted.]  
- [Actions must be tracked to closure.]

4. Roles & Responsibilities

[Define who is responsible for initiating, investigating, approving, and verifying CAPA.]

5. Review & Monitoring

[Describe how CAPA effectiveness will be tracked.]