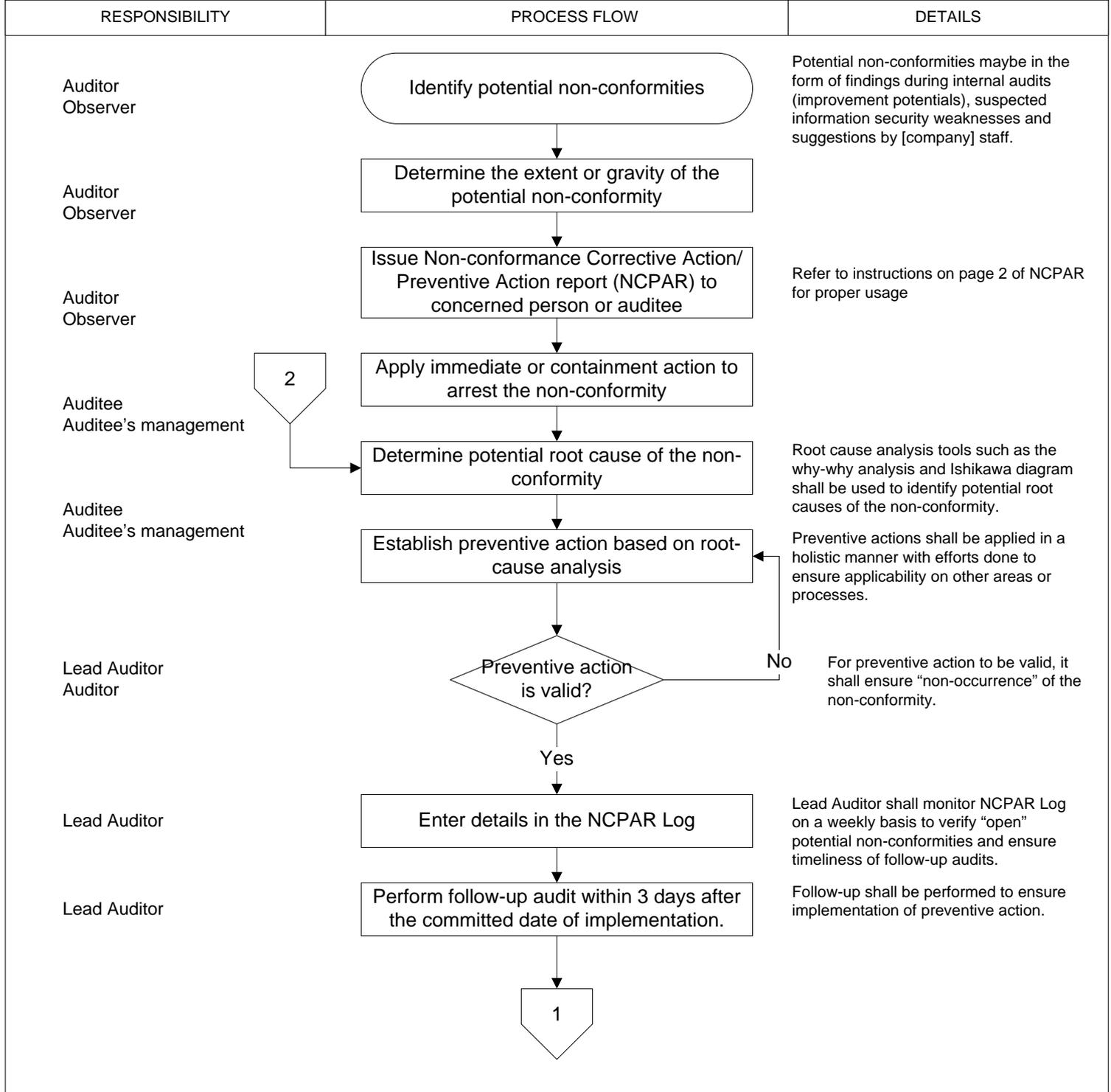




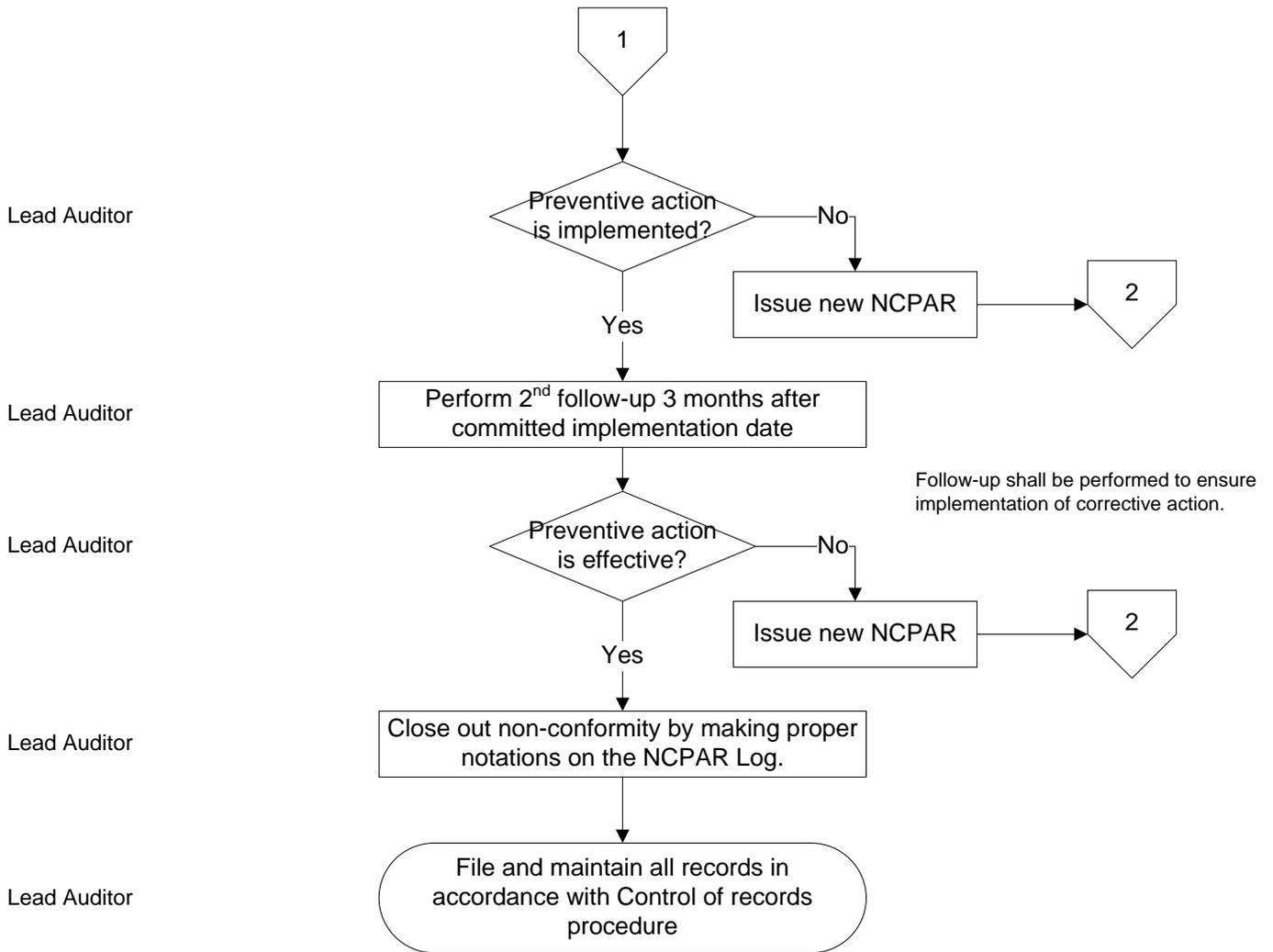
Document Title PREVENTIVE ACTION PROCEDURE		Document Ref No I27KIForum-ROR-PA	
Original Author: Richard O. Regalado	Approved by	Revision Stat 0	Page/Total 1/2

Purpose	The purpose of this procedure is to have a defined method in applying preventive actions to eliminate the cause of potential non-conformities on the established information security management system (ISMS).
Scope	This procedure covers the collection of data on potential non-conformities, analysis of the potential root causes of nonconformities and action planning to prevent occurrence of non-conformities.



REVISION HISTORY

No	Revision Details	Effectivity Date
0	Initial issue	2009 06 03
1		
2		



Instances where potential non-conformities may be identified

SITUATIONS	DESCRIPTION
As a result of internal audits	Observed improvement potentials are possible sources of preventive actions.
Identification of information security weaknesses	Weaknesses shall be issued appropriate preventive actions lest they become full-blown information security incidents.
Near-misses	Environmental and health and safety near-misses shall be issue corresponding preventive actions before they become accidents.