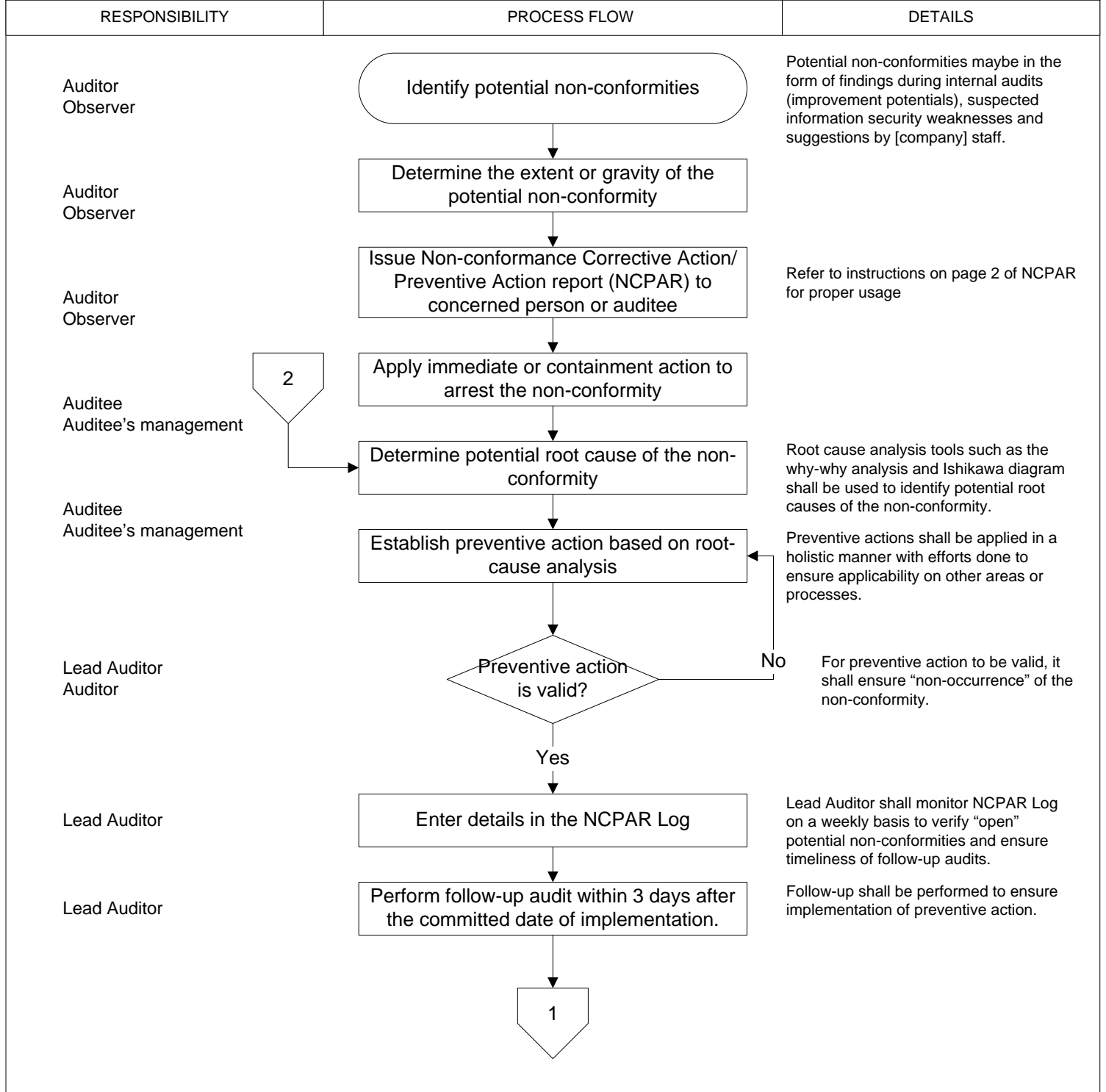




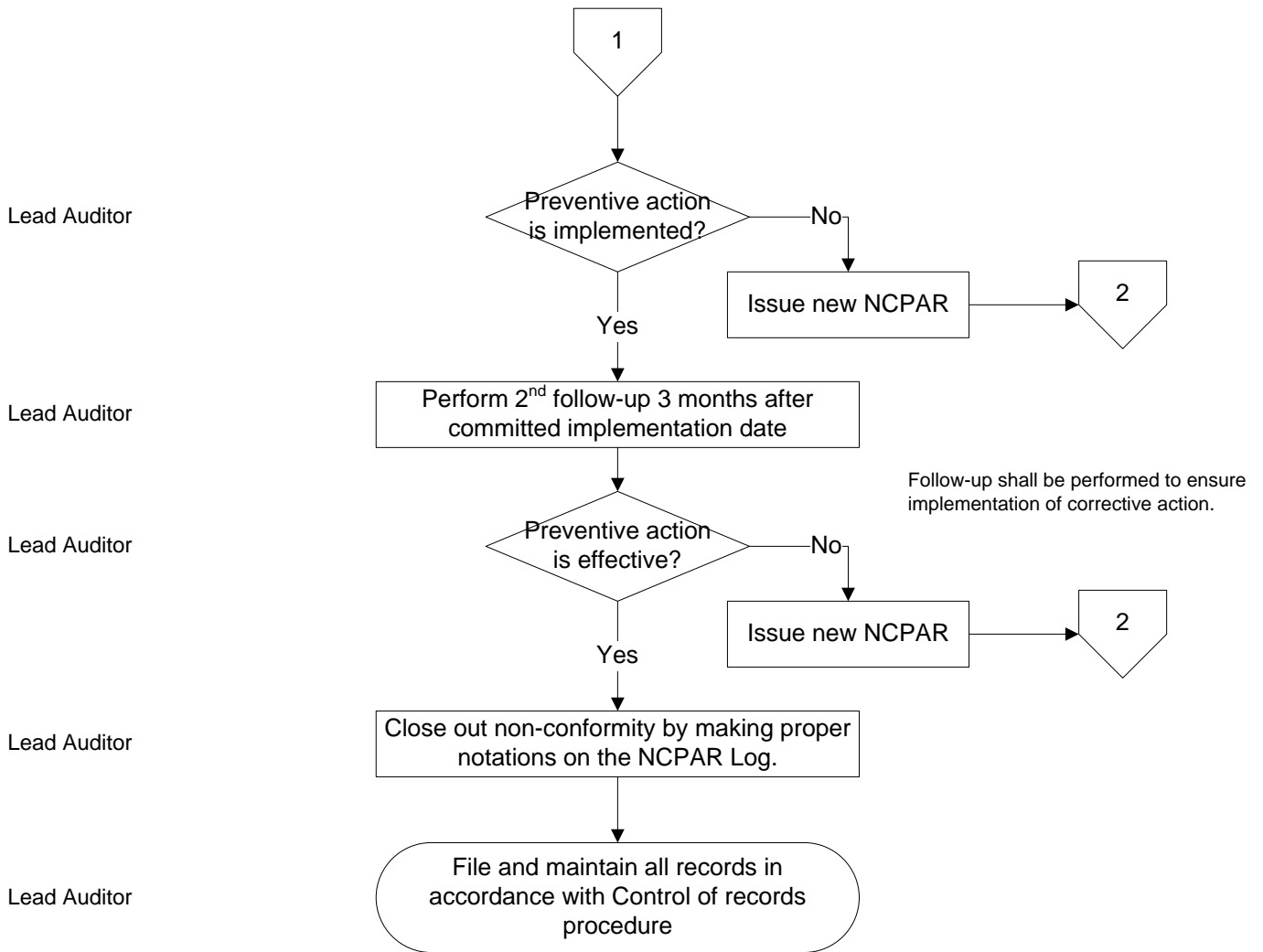
Document Title <b>PREVENTIVE ACTION PROCEDURE</b>		Document Ref No <b>I27KIForum-ROR-PA</b>	
Original Author: <b>Richard O. Regalado</b>	Approved by	Revision Stat <b>0</b>	Page/Total <b>1/2</b>

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.