



## Corrective and Preventive Action (CAPA) Table Template for ISO 14001:2015 Compliance

**Organization Name:**

**Document ID:** [Unique Identifier]

**Date of Issue:** [Date]

**CAPA Number:** [CAPA Number]

Section	Details
<b>Issue Identification</b>	
<b>Issue Description</b>	[Provide a detailed description of the environmental nonconformity or potential nonconformity, including any deviation from ISO 14001:2015 requirements.]
<b>Date Identified</b>	[Date when the issue was identified.]
<b>Reported By</b>	[Name and position of the person who identified the issue.]
<b>Department</b>	[Department where the issue was identified.]
<b>Immediate Action</b>	
<b>Immediate Action Taken</b>	[Describe any immediate actions taken to address the issue to minimize environmental impact.]
<b>Date of Immediate Action</b>	[Date when the immediate action was taken.]
<b>Responsible Person</b>	[Name and position of the person responsible for the immediate action.]
<b>Root Cause Analysis</b>	



<b>Root Cause Analysis Method</b>	[Specify the method used for root cause analysis, e.g., 5 Whys, Fishbone Diagram.]
<b>Root Cause(s) Identified</b>	[List the root cause(s) of the issue.]
<b>Corrective Action Plan</b>	
<b>Corrective Action(s)</b>	[Describe the corrective actions to be taken to address the root cause(s) of the issue to comply with ISO 14001:2015 requirement.]
<b>Responsible Person</b>	[Name and position of the person responsible for implementing the corrective actions.]
<b>Target Completion Date</b>	[Date by which the corrective actions should be completed.]
<b>Preventive Action Plan</b>	
<b>Preventive Action(s)</b>	[Describe any preventive actions to be taken to prevent recurrence of similar issues and ensure ongoing compliance with ISO 14001:2015.]
<b>Responsible Person</b>	[Name and position of the person responsible for implementing the preventive actions.]
<b>Target Completion Date</b>	[Date by which the preventive actions should be completed.]
<b>Verification of Effectiveness</b>	
<b>Verification Method</b>	[Describe how the effectiveness of the corrective and preventive actions will be verified, ensuring alignment with ISO 14001:2015 .]
<b>Verification Date</b>	[Date when the verification will take place.]
<b>Verification Results</b>	[Document the results of the verification process, including evidence of compliance with ISO 14001:2015.]
<b>Verified By</b>	[Name and position of the person who verified the effectiveness of the actions.]



<b>Closure</b>	
<b>Closure Date</b>	[Date when the CAPA was closed.]
<b>Approved By</b>	[Name and position of the person who approved the closure of the CAPA.]
<b>Signature</b>	[Signature of the approving authority.]