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SOCIAL COMPLIANCE · CORRECTIVE ACTION

CAPR Owner Tracker

Finding, root cause, correction, preventive action and the evidence the auditor actually accepted.

Version 1.0 Last updated: November 18, 2026

DISCLAIMER

A preparation worksheet, not an audit certificate or legal advice. SMETA scope, report validity and corrective-action requirements are set by Sedex, the appointed audit firm and your buyers. Confirm every field against your own compliance policy and the current official SMETA guidance before you rely on it.

SPEC-SMETA-05 · Version 1.0 · Finding to verified closure

Closure Rules

Root cause first. A correction that does not change the system will fail again next cycle.

Evidence must be dated after the fix. A policy document from last year proves nothing.

Auditor verification is the finish line. The CAPR is open until the appointed auditor accepts the evidence.

Benchmark: an average of 45 days to close 2-pillar findings and 68 days for 4-pillar findings in anonymized LantaoWork client data.

Finding Log

ID	PILLAR	FINDING	SEVERITY	ROOT CAUSE	OWNER	TARGET DATE	STAT US

Closure Evidence Log

One line per finding. Link the correction, the preventive action and the proof the auditor accepted.

ID	CORRECTION	PREVENTIVE ACTION	EVIDENCE REF	EVIDENCE DATE	VERIFIED BY	CLOSE D

Fast closure often means a superficial fix. Slow closure signals systemic change. Read the date on the evidence, not the date on the tracker.

Read the CAPR Critically

- □ Does the root cause fix the system rather than the symptom?
- □ Is the evidence dated after the correction was made?
- □ Did the auditor verify closure on site or only by document?
- □ Is the owner named, or is the action assigned to a department?
- □ Is the target date realistic for the capital or training involved?

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A finding is open until the auditor says otherwise.

Send your CAPR and target dates — the closure evidence route and owner structure are reviewed within one business day.

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