**Corrective and Preventive Action Report**

|  |  |  |
| --- | --- | --- |
| **Action Title:** [Enter brief title/description here.] | | **Date:** [Select a date.] |
| **CAPA Number:** Enter #  **Corrective**  **Preventive** | | |
| **Initiator Name:** [Click here to enter name.]  **Title:** [Click here to enter title.]  **Department:** [Click here to enter department.] | **Related Documents** *(e.g. Deviation or Non-conformance IDs)***:** [Click here to enter document ID(s).] | |

|  |  |
| --- | --- |
| **Describe Problem/Issue/Event:**  *(Include details such as method ID, lot #s, dates, and personnel)* | [Click here to enter text.] |
| **Samples Impacted:** | [Enter Sample ID(s)] **N/A** |
| **Equipment Impacted:** | [Enter Equipment ID(s) and Location (s)] **N/A** |
| **SOPs Impacted:** | [Click here to enter text.] **N/A** |
| **Root Cause Investigation:**  *(Describe the root cause investigation and final determination; attach additional page(s) as needed.)* | **N/A** *(Random Error)*  [Click here to enter text.] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Steps Taken to Eliminate the Problem** | **Task Owner** | **Due Date** | **Date Complete** |
| **1** | [Click here to enter text.] | [Owner name.] | [Select a date.] | [Select a date.] |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
|  |  |  |  |  |

# 

|  |
| --- |
| **Additional Action Plan Information:** [Click here to enter text.] |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of completion of all** **tasks:** [Select a date.]     |  |  |  |  | | --- | --- | --- | --- | |  | **Approval Signature** |  | **Date** | | **Analyst** |  |  | [Select a date] | | **Supervisor** |  |  | [Select a date] | |

# 

|  |
| --- |
| **Verify CAPA Effectiveness** *(30-60 days from completion date)***:**  all tasks have been executed  no recurrence of problem in last 30 days  no new problems related to actions taken  **Summary** *(include any changes to the plan or additional comments/details)*: [Click here to enter text.] |
| **Performed by: Date:** [Select a date] |