Corrective and Preventive Action (CAPA) Plan Template

CAPA Number	[Enter CAPA ID]
Date Opened	[Enter date]
Responsible Person	[Name/Title]
Department	[Enter department]

1. Description of Issue / Nonconformity

[Provide a concise description of the problem, nonconformity, or incident. Include relevant references or identifiers as needed.]

2. Root Cause Analysis

[Summarize analysis performed to determine the root cause(s) of the issue. Methods such as 5 Whys, Fishbone Diagram, etc. can be referenced here.]

3. Corrective Action Plan

Action(s) to Correct Immediate Issue

[List steps taken or to be taken to resolve the current issue.]

Action Step	Responsible Person	Due Date	Status
[Step 1]	[Name/Role]	[Date]	[Open/In Progress/Done]
[Step 2]	[Name/Role]	[Date]	[Open/In Progress/Done]

4. Preventive Action Plan

Measures to Prevent Recurrence

[List process changes, training, audits, controls, or other long-term prevention measures that will be implemented.]

Preventive Action	Responsible Person	Due Date	Status
[Measure 1]	[Name/Role]	[Date]	[Open/In Progress/Done]
[Measure 2]	[Name/Role]	[Date]	[Open/In Progress/Done]

5. Effectiveness Verification

[Outline how and when you will verify that corrective and preventive actions were effective. Specify criteria, methods, responsibilities, and timelines.]

6. Closure

Reviewed By	[Name/Title]
Date Closed	[Enter date]
Comments	[Any additional notes or comments]

Important Notes

- CAPA plans are critical for managing quality and continuous improvement.
- All actions and investigations should be evidence-based and well documented.
- Responsibility and timelines must be clearly assigned and tracked.
- Verifying effectiveness ensures that similar issues do not recur.
- Maintain CAPA records as part of your compliance and audit readiness.