

Corrective and Preventive Action (CAPA) Report Outline

1. Report Details

Date:

Report Number:

Prepared by:

Department:

2. Description of the Issue

1. Nonconformity/Issue Observed:

2. Date/Location of Occurrence:

3. How was it identified?

3. Immediate Actions Taken

4. Root Cause Analysis

5. Corrective Actions Proposed

1. Actions:

2. Person Responsible:

3. Target Completion Date:

6. Preventive Actions Proposed

1. Actions:

2. Person Responsible:

3. Target Completion Date:

7. Effectiveness Review

Date of Review:

Outcome/Verification:

Reviewed by:

Important Notes:

- Clearly document evidence for all findings and actions.
- Assign responsibilities and due dates for each action item.
- Monitor the effectiveness of corrective and preventive actions.
- Review and update the CAPA report as new information becomes available.
- Maintain records for audit and compliance purposes.