# CORRECTIVE AND PREVENTIVE ACTION (CAPA)

Corrective or preventive action

| CAPA no. | Date opened | Source | Type |
|---|---|---|---|
| Product or process | Risk | Owner | Target close |

**Problem statement (what, where, when, how many, how found)**

**Correction and containment**

| No. | Action | Owner | Done | Result |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**Investigation and root cause (method: 5 whys and fishbone, with test data)**

**Corrective and preventive actions**

| No. | Action | Type | Owner | Due | Verified or validated |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Effectiveness check (defects per million units)**

| | |
|---|---|
| Units before | |
| Defects before | |
| **Defects per million before** | |
| Units after | |
| Defects after | |
| **Defects per million after** | |
| **Reduction (%)** | |

**Effectiveness result and closure**

CAPA owner

Quality manager

Management representative