|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CAPA GENERAL INFORMATION** | | | | | | | | | | | | | |
| CAPA #: | | | |  | | | | | | | | | |
| Date of Initiation: | | | |  | | | | Date of Closure: | | |  | | |
| Assigned Lead: | | | |  | | | | Impacted System: | | |  | | |
| Assigned Department: | | | |  | | | | | | | | | |
| Other General Information: | | | |  | | | | | | | | | |
| **2. PRODUCT INFORMATION** | | | | | | | | | | | | | |
| Product Name: | | | |  | | | | | Model #/Part #: | | |  | |
| Other Product Information: | | | |  | | | | | | | | | |
| **3. PROBLEM STATEMENT** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **4. SEVERITY CATEGORY** | | | | | | | | | | | | | |
| Severity: | | Choose an item. | | | | | | | Probability: | | | Choose an item. | |
| Category: | | Choose an item. | | | | | | | | | | | |
| **5. ACTION PLAN STATUS** | | | | | | | | | | | | | |
| **ACTION PLAN** | Containment | | | | | Complete, Attach | | | | No Impact to Product | | | |
| Investigation | | | | | Complete, Attach | | | | | | | |
| Implementation Plan with Verification | | | | | Complete, Attach | | | | | | | |
| Disposition | | | | | Complete, Attach | | | | No Impact to Product | | | |
| Effectiveness Check | | | | | Complete, Attach | | | | | | | |
| **6. APPROVALS** | | | | | | | | | | | | | |
| **Department** | | | **Required?** | | | | **Signature** | | | | | | **Date** |
| Quality Assurance | | | Yes | | No | |  | | | | | |  |
| Operations | | | Yes | | No | |  | | | | | |  |
| Engineering | | | Yes | | No | |  | | | | | |  |