Corrective and Preventive Action (CAPA) Form Template

Version: DRAFT

Date: \_\_\_\_\_\_\_\_\_\_

Prepared by: Ernesto Ganadores Jr.

1. CAPA Reference

[Insert reference number or ID.]

2. Description of Issue

[Briefly describe the nonconformity or issue.]

3. Root Cause Analysis

[Summarise the investigation findings.]

4. Corrective/Preventive Actions

[List action(s) taken or planned.]

5. Responsible Owner

[Name of the person assigned to resolve the issue.]

6. Completion Date

[Target or actual closure date.]

7. Verification of Effectiveness

[How the resolution was verified.]