**CAPA Template:**

|  |  |  |
| --- | --- | --- |
| **Company Logo,****Name** | **CORRECTIVE AND PREVENTIVE ACTION** | **Doc. No: QMS/CAPA/1****Issue No:01****Rev. No:00****Date:** |
| **Identification of Problem:** |
| **Correction/ Containment Action:** |
| **Why-Why Analysis** |
| **Why1** |  | **Ans.** |
| **Why2** |  | **Ans.** |
| **Why3** |  | **Ans.** |
| **Why4** |  | **Ans.** |
| **Why5** |  | **Ans.** |
| **RC(Root cause)** |  |
| **Implementation of Action plan** |
| **Corrective Action** |  | **Target Date** |  | **Responsibility** |  |
| **Preventive Action** |  | **Target Date** |  | **Responsibility** |  |
| **Verification of Implemented Action plan:** |  | **Sig.** |