

CAPA Form

Corrective & Preventive Action

Work the loop from containment to verified closure, so a CAPA doesn't close on a hopeful note.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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CAPA no.		Date raised	
Source (complaint / audit / defect)		Owner	

Problem statement: what, where, when, how big.

CAPA loop	Done	Open	N/A	Notes
Immediate containment in place				
Root cause identified (RCA attached)				
Corrective action defined and taken				
Preventive action defined and taken				
Effectiveness verified with evidence				
Documentation and standards updated				

Actions

#	Action (corrective / preventive)	Owner	Due	Verified
1				
2				
3				
4				
5				
6				

Acceptance decision

Rule: a CAPA closes only when effectiveness is verified, not when the action is done.

Status: ☐ Open ☐ Actions complete ☐ Verified and closed

CAPA owner

Quality lead

Name / Signature / Date

Name / Signature / Date