**Corrective and Preventative Action Plan**

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| --- | --- |
| Company: | Location: |
| Department: | Date Created: |
| Created by: | Title/Role: |
| **I. Description of the Problem** |
| Provide a detailed description of the problem covered within this CAPA plan. List the names of people and/or equipment involved in the problem, as well as any regulations or policies violated. |
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| **Date First Reported:** |  |
| **Person(s) Involved:** |  |
| **Equipment Involved:** |  |
| **Regulations, Policies, Procedures Violated:** |  |
| **II. Root Cause Analysis Details** |
| **Primary Root Cause:** |  |
| **Secondary Root Cause:** |  |
| Provide a detailed explanation of your root cause analysis findings. Attach any relevant images, diagrams, notes, etc. to this CAPA plan for reference. |
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| **Corrective Actions** |
| Below are the corrective actions we will take to address the issues caused by the root cause in Section II. |
| **Description of the Action** | **Owner** | **Due Date** |
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| **Preventative Actions** |
| Below are the preventative actions we will take to improve or eliminate (if possible) the conditions that allowed the root cause in Section II to occur. |
| **Description of the Action** | **Owner** | **Due Date** |
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| **Implementation Plan** |
| Who is responsible for ensuring the implementation of this plan? |  |
| What is the expected completion date of the actions in this plan? |  |
| How will the team document and track CAPA tasks? | [ ]  EHS software [ ]  Manual tracking |
| Use this space to include any additional notes regarding the implementation of this CAPA plan.  |
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