



CAPA Worksheet

CAPA	PDCA	Checklist Items	Findings / Actions	
Corrective Action	Plan	Quantify Symptom		
		Team Formation		
		Emergency Response		
	Do	Describe Problem		
		Interim Containment		
		Problem Statement & Description		
		Process Identified		
	Check / Study	Comparative Analysis		
		Root Cause Theories		
		Root Cause Confirmation		
		Select Corrective Action		
		Implement Corrective Action		
		Validate Corrective Action		
	Preventive Action	Act	Surrogate Process Identification	
			Update Technical Docs (i.e. FMEA, Control Plan, etc.)	
Lessons Learned				
Acknowledge Team				
Archive Issue				