



中国检验认证集团深圳有限公司

CHINA CERTIFICATION & INSPECTION GROUP SHENZHEN CO.,LTD.

—(受控编号)—

CORRECTIVE & PREVENTIVE ACTION REQUEST FORM (CAPA)

CAPA Number							
Issued Date				Responsible Person			
Responsible Dept/Office				Action Team			
Issue Severity:	Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation <input type="checkbox"/>						
Part A: Description of Issue							
Prepared By		Prepare Date		Client		Received Date	
Clarify with client:							
Part B: Immediate Action							
Reference sample analysis							
Shipment/defect sample analysis							
Inspection report analysis							
Factory's information							
Inspector's self-explanation							
Approved By:				Approval Date:			
Part C: Define and Verify Root Cause (Office investigation and analysis)							
Prepared By		Prepare Date		Approved By		Approval Date	
Part D: Action to Be Taken (how to reply client)							
Prepared By		Prepare Date		Approved By		Approval Date	
Responsible By:				Target Date of Completion:			
Part E: Corrective Actions and Preventive Action							
Prepared By		Prepare Date		Approved By		Approval Date	



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Part F: Effectiveness Verification

Verified By		Verify Date		Approved By		Approval Date	
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Performance/results verification for closure meet objective?

YES

☐

NO

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CAPA Classification:

☐ Workflow improved

☐ Training provided

☐ Resources enhanced

☐ Documents revised/added

☐ Others, please list here. _____