

CAPA Implementation Form



CAPA Implementation points

Target Date

Achieved
Date

Task
completed
by

Corrective Actions:

1	The organization shall identify the non-conformity in order to prevent the re occurrence of the same.			
2	2 The corrective actions are invited through			
1.1	a) Identification and classification of non-conformity			
1.2	b) Evaluation of actions required to ensure that non-conformity do not reoccur			
1.3	c) Implementation of corrective actions required			
1.4	d) Review that corrective action is effective and recorded			
3	3 The identification of non-conformity includes a description of non-conformity in sufficient detail			
4	4 Corrective actions are initiated through anyone of followings			
4.1	a) Customer complaints			
4.2	b) Non-conformity Reports			
4.3	c) Internal Audit Reports			
4.4	d) Outputs from management Reviews			
4.5	e) Output from data analysis			
4.6	f) Customer satisfaction measurements			
4.7	g) Employee's suggestions			
4.8	h) Self-assessment			
5	5 The summery of corrective action taken are submitted for management review			
Preventive Actions:				
1	1 At each stage of life cycle of product, if any potential non-conformity found, necessary preventive actions are taken			
2	2 While remaining or fixing the defects the diagnosis for potential non-conformity are also made			
3	3 For all potential non conformity, the probable causes are also identified and evaluated			
4	4 On the basis of probable causes identified the preventive actions needed are determined and implemented and record of the same is maintained			
5	5 The summary of preventive actions taken are submitted for management review			

