Corrective action register (CAPA log)

REGISTER TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Kept by _____ Last reviewed _____

- One row per corrective action. Action owner: the person responsible for it.
- Status: Open, In progress, Waiting for check or Closed.
- Priority: Low, Medium, High or Critical.
- In Wikidoc, whoever is in Action owner is reminded on their Home page before Due (7 days ahead).

Issue	Found by	Priority	Root cause	Action	Action owner	Due	Status	Checked by