

Corrective/Preventive Action Summary Report

Original Report #:	Follow-Up Report # (if any):	Open Date:	
Department: Senior Management	<input type="checkbox"/> Corrective	<input type="checkbox"/> Preventive	Close Date:
	Action	Action	
1. Team Leader: Team Members:	2. Problem Description/ID of Source:		
3. Containment Actions/Initial Corrective Action:		Date Implemented:	Results/ % Effective:
4. Investigate Root Cause(s)/Determine Steps for Action:		Root Cause(s):	
5. Verification of Root Cause(s):		% Contributing to Cause:	
6. Implement Corrective/Preventive Action(s):	Date Implmtd:	How Verified:	% Effective:
7. CA/PA Impact - Can action(s) be applied to other products/processes?			
8. Document Update:		Implementation Date:	
9. Congratulate Your Team(if appropriate):			