

CAPA Executive Summary	CAPA Number / Title
-------------------------------	---------------------

CAPA information	
CAPA Start Date	
Product / Process affected	
CAPA Closure Date	

Abstract (Short summary of CAPA file)
<p><i>The abstract is a brief summary of the in-depth analysis of the particular subject. It is used to help the reader quickly ascertain the purpose of the CAPA and the actions implemented.</i></p> <p><i>The abstract should convey the main results and conclusions of the CAPA (The full CAPA file must be consulted for details of the investigation methodology, full results, conclusions and objective evidence)</i></p> <p><i>This CAPA abstract at minimum should outlines the following:</i></p> <ul style="list-style-type: none"> • <i>The statement of the problem(s) addressed,</i> • <i>The root cause(s) found,</i> • <i>The initiated actions,</i> • <i>The main results and conclusions of implemented actions, and</i> • <i>and their effectiveness.</i>

Approval of Executive Summary			
Function	Name	Signature	Date
CAPA Eigner (CAPA Owner)			
QMB (Quality Manager)			
Produktion (Manufacturing)			