LUCENT AXIS ADVISORS

Track corrective actions in SCOPE

FIND IT. FIX IT. PROVE IT.

Corrective and preventive action (CAPA)

CAPA number _____

Date opened _____

Site / location _____

1 SOURCE What started this action

☐ Incident ☐ Near miss ☐ Safety observation ☐ DVIR defect ☐ Audit or inspection finding ☐ Other

Report number _____ Date of event _____ Equipment / unit / route _____

2 ROOT CAUSE The cause the investigation found, in one or two sentences

3 CORRECTION TAKEN What was done on the day to make it safe

4 CORRECTIVE ACTION The specific change that removes the cause where it happened

☐ Elimination ☐ Substitution ☐ Engineering control ☐ Administrative (procedure / training) ☐ PPE

5 PREVENTIVE ACTION Where else the same cause could show up, and what changes there

6 OWNER One named person _____

7 DUE DATE _____

8 SIGN-OFF ROLE _____

9 CLOSURE EVIDENCE Photo, work order, training record, revised procedure

Completed on _____ Signed off by _____ Signature _____

10 EFFECTIVENESS CHECK Look again after closure. Has the same root cause come back?

Check date (30 to 90 days out) _____ Checked by _____ Result ☐ Held, verified ☐ Came back, reopen

What you looked at (new incidents, near misses, observations, defects) _____