

CAPA register — management review

All records

OPEN CAPAS
7
3 overdue

**CORRECTIVE :
PREVENTIVE**
8 : 2
20.0 % preventive

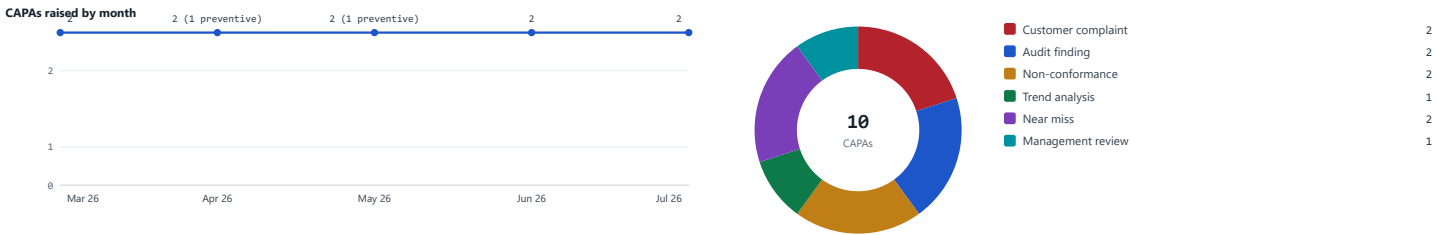
**AWAITING EFFECTIVENESS
CHECK**
2
1 check overdue

CLOSED EFFECTIVE RATE
66.7 %
2 of 3 closed verified effective

AVERAGE DAYS OPEN
60
open items only · target 90 days

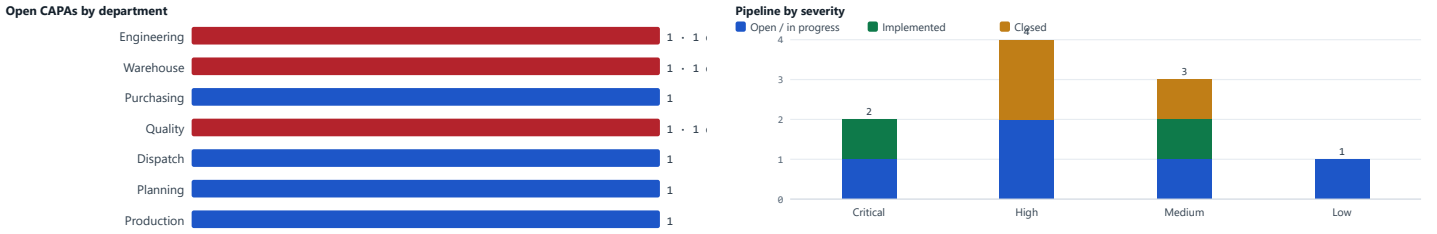
CRITICAL / HIGH OPEN
4
2 critical

10 of 10 record(s) included. All records. Amounts in USD.



A rising count is not automatically bad — a shop that starts taking near misses and trends seriously will raise more CAPAs, not fewer. Watch the mix and the closure rate alongside it. A rising count is not automatically bad — a shop that starts taking near misses and trends seriously will raise more CAPAs, not fewer. Watch the mix and the closure rate alongside it.

If almost everything arrives as a customer complaint, your internal checks are finding problems after the customer does. Audits, trends and near misses should be feeding this register too. If almost everything arrives as a customer complaint, your internal checks are finding problems after the customer does. Audits, trends and near misses should be feeding this register too.



Departments drawn in red have at least one overdue action. A department that is always at the top of this chart either has the most problems or the least capacity to fix them — worth knowing which. Departments drawn in red have at least one overdue action. A department that is always at the top of this chart either has the most problems or the least capacity to fix them — worth knowing which.

Each bar is one severity band, split by how far its CAPAs have got. Critical and high items still sitting in the not-started segment are the first conversation in any review meeting. Each bar is one severity band, split by how far its CAPAs have got. Critical and high items still sitting in the not-started segment are the first conversation in any review meeting.

Aging of open CAPAs

AGE	CORRECTIVE	PREVENTIVE	TOTAL	OLDEST
0–30 days	2	0	2	CAPA-009 · 2026-07-15
31–60 days	2	0	2	CAPA-007 · 2026-06-13
61–90 days	1	1	2	CAPA-005 · 2026-05-12
Over 90 days	0	1	1	CAPA-003 · 2026-04-10
All open	5	2	7	

Effectiveness checks due

REFERENCE	ACTION	CHECK METHOD	CHECK DUE	STATE
CAPA-003 · Engineering	Introduce a preventive tool-change interval on line 2 based on cycle count inste...	Line 2 scrap rate below 2% for two consecutive months	2026-08-03	Overdue
CAPA-005 · Warehouse	Fit a convex mirror at the corner and reroute the marked walkway behind the rack...	Near-miss reports at that corner over 90 days after the reroute	2026-09-02	Scheduled

CAPA register

REF	RAISED	TYPE	SOURCE	OWNER	DEPT	DUE	SEVERITY	STATUS	DAYS OPEN	OVERDUE
CAPA-001	2026-03-14	Corrective	Complaint	K. Adeyemi	Production	2026-04-13	High	Effective	—	—
CAPA-002	2026-03-29	Corrective	Audit	S. Brandt	Quality	2026-04-28	Medium	Effective	—	—
CAPA-003	2026-04-10	Preventive	Trend	M. Ferreira	Engineering	2026-05-17	Medium	Implemented	121	Overdue
CAPA-004	2026-04-19	Corrective	NCR	J. Okafor	Dispatch	2026-05-11	High	Ineffective	—	—
CAPA-005	2026-05-12	Corrective	Near miss	L. Novak	Warehouse	2026-06-16	Critical	Implemented	89	Overdue
CAPA-006	2026-05-27	Preventive	Mgmt review	P. Lindqvist	Purchasing	2026-09-08	High	In progress	74	—
CAPA-007	2026-06-13	Corrective	Audit	S. Brandt	Quality	2026-07-31	Medium	In progress	57	Overdue
CAPA-008	2026-06-30	Corrective	NCR	J. Okafor	Dispatch	2026-08-30	High	In progress	40	—
CAPA-009	2026-07-15	Corrective	Complaint	R. Haddad	Planning	2026-09-13	Low	Open	25	—
CAPA-010	2026-07-29	Corrective	Near miss	M. Ferreira	Production	2026-08-23	Critical	Open	11	—

Notes

Sample register — replace every entry with your own before relying on it or circulating it.

This is a register and a calculation aid, not a certified quality management system. It does not judge whether a root cause is the real one or whether an action worked — the effectiveness check does that, and only if it is honestly done. Auditors judge the quality of the analysis, not the neatness of the log. What a quality standard requires of you depends on the standard, your certification body and your industry.