CAPA Table Template for ISO 41001:2018

Below is a comprehensive CAPA table template that can be downloaded and used by organizations:

Table Body:

CAPA ID	Issue Description	Root Cause Analysis	Corrective Action Plan	Preventive Action Plan	Responsible Person	Target Completion Date	Status	Comments
001	Briefly describe the issue identified.	Detail the root cause analysis performed to identify the underlying cause of the issue.	Outline the steps to correct the identified issue.	Describe measures to prevent recurrence of the issue.	Assign a responsible person for implementing the corrective and preventive actions.	Set a target date for completion of actions.	Current status of the CAPA (e.g., Open, In Progress, Closed).	Any additional comments or notes.
002	Example: HVAC system failure in Building A.	Example: Regular maintenance was not conducted due to lack of scheduling.	Example: Implement a maintenance schedule and perform immediate repairs.	Example: Set up a preventive maintenance schedule and train staff on its importance.	Example: Facility Manager.	Example: 30/06/2024	Example: In Progress	Example: Spare parts ordered and scheduled maintenance ongoing.

Instructions for Using the Template:

1. **CAPA ID**: Assign a unique identifier to each CAPA for tracking purposes.

2. **Issue Description**: Clearly and concisely describe the issue that has been identified.

3. **Root Cause Analysis**: Perform a detailed analysis to determine the root cause of the issue. This could involve methods such as the 5 Whys or Fishbone Diagram.

4. **Corrective Action Plan**: Develop a plan outlining the steps required to correct the identified issue. This should be a detailed and actionable plan.

5. **Preventive Action Plan**: Describe the actions that will be taken to prevent the recurrence of the issue. This could involve changes to processes, additional training, or regular monitoring.

6. **Responsible Person**: Assign a specific individual who will be responsible for ensuring that the corrective and preventive actions are implemented.

7. **Target Completion Date**: Set a realistic target date for the completion of both corrective and preventive actions.

8. **Status**: Track the progress of each CAPA. Use statuses such as Open, In Progress, and Closed to indicate the current state.

9. **Comments**: Use this section to provide any additional information, updates, or notes related to the CAPA.

This template will help ensure that issues are systematically identified, analyzed, and addressed in line with ISO 41001:2018 requirements, contributing to continuous improvement in your facility management system.