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| **Description of the problem**: | | | | | |
| **Root Cause Analysis Conclusion(s) (\*)** | **CAPA Plan** | **CAPA monitoring plan** | **CAPA Acceptance** | **CAPA plan monitoring results & date of actual evaluation** | **CAPA plan**  **evaluation results acknowledgement** |
| Conclusion #1:  . | Description of Plan: | Description of how plan will be monitored:  .  Date of planned completion: | Responsible Party Signature\*\*:  Date:  Monitor Signature\*\*\*:  Date: | Monitor Signature:  Date:  Evaluation Date:  Evaluation Results:  Ongoing  Revision Needed  Resolved  Comments: | Responsible Party Signature:  Date: |
| Conclusion #2: | Description of Plan:  . | Description of how plan will be monitored:  Date of planned completion: | Responsible Party Signature:  Date: | Monitor Signature:  Date:  Evaluation Date:  Evaluation Results:  Ongoing  Revision Needed  Resolved  Comments: | Responsible Party Signature:  Date: |
| Conclusion #3: | Description of Plan: | Description of how plan will be monitored:  Date of planned completion: | Responsible Party Signature:  Date: | Monitor Signature:  Date:  Evaluation Date:  Evaluation Results:  Ongoing  Revision Needed  Resolved  Comments: | Responsible Party Signature:  Date: |
| Conclusion #4: | Description of Plan: | Description of how plan will be monitored:  .  Date of planned completion: | Responsible Party Signature:  Date: | Monitor Signature:  Date:  Evaluation Date:  Evaluation Results:  Ongoing  Revision Needed  Resolved  Comments: | Responsible Party Signature:  Date: |

\*\*The Responsible Party is the individual who is assigned the responsibility of implementing the CAPA plan.

\*\*\*The Monitor is the individual who provides independent oversight for the CAPA plan. The Monitor approves the CAPA plan and then later reviews and approves the results of the implementation of the CAPA plan.