ROOTCAUSE LABS

CLOSE THE LOOP

Corrective and Preventive Action Report

A traceable CAPA report covering the issue, containment, investigation, root cause, risk, action plan, implementation, and effectiveness verification.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026

Document contents

> Control principle: perform the work in sequence, record evidence at the point of execution, and escalate any deviation before continuing.

Issue and source

Identify the nonconformity, complaint, audit finding, event, affected product or process, discovery date, evidence, and reporter.

Document control	Detail
Owner	Mara Klein
Reference	NS-062-2026
Effective date	4 August 2026
Status	Ready for review

Immediate containment

Record actions taken to protect customers and operations, affected inventory or records, responsible owner, and verification. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

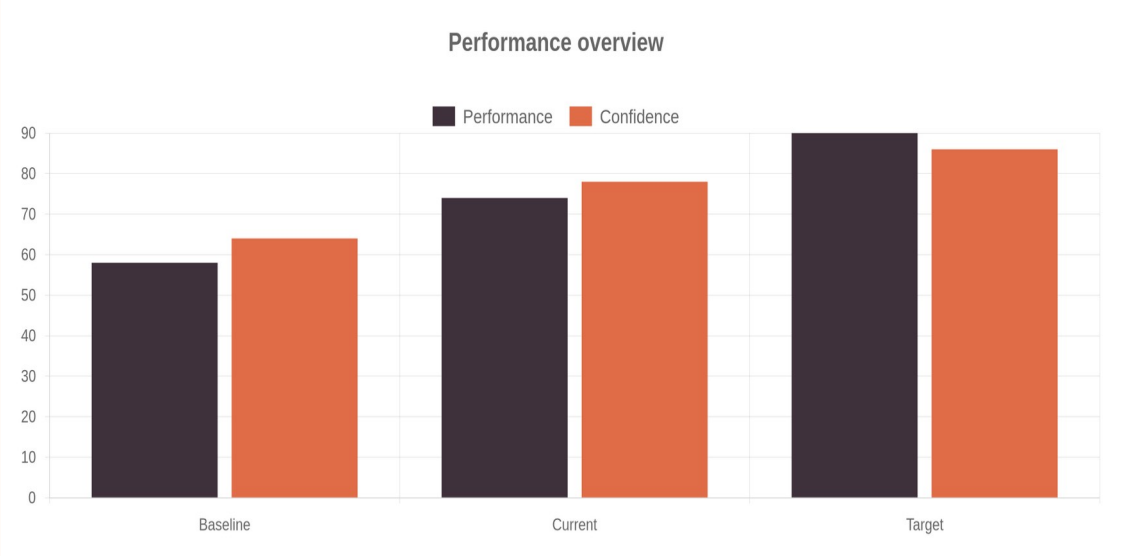


Figure 1: Illustrative performance profile

Investigation scope

Define the team, data window, related occurrences, boundaries, methods, interviews, samples, and evidence preserved.

Checkpoint	Acceptance criterion	Evidence	Result
Investigation scope	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Root-cause analysis

Document causal reasoning, tested hypotheses, systemic contributors, escape point, and evidence supporting the selected cause. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Risk and extent

Assess severity, occurrence, detectability, regulatory impact, recurrence exposure, similar processes, and need for wider correction. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Action plan

Separate correction, corrective action, and preventive improvement with owner, due date, dependency, resource, and completion evidence. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Implementation record

Confirm approved changes, training, document revision, system configuration, supplier action, release authority, and completion date. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Effectiveness and closure

Define verification method, observation period, acceptance threshold, result, residual risk, closure authority, and follow-up date. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.