CAPA Inbox

Module Guide: CAPA Inbox

Module Location

Analysis > CAPA > CAPA Inbox

Module Objective

The **CAPA Inbox** module serves as the approval center for all **CAPA (Corrective Action Preventive Action)** documents that have been created and submitted via the **CAPA Entry** module. Every corrective and preventive action plan must be reviewed and approved here by an authorized manager before it can be implemented.

1. Main View (CAPA Document List)

The main page of this module is an "inbox" that displays all CAPA documents requiring your action.

View Explanation

This page provides a summary of all CAPA documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Document Number, Date, Status,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **CAPA Inbox** module to see the list of CAPAs that require approval.

Step 2: Review the CAPA Details

Click on one of the rows in the table to open the detail view of that CAPA document. In the detail page, you can check all the information, including the problem description, root cause analysis, action plans (corrective and preventive), the person responsible, and the deadline.

Step 3: Provide Approval

After you review the CAPA details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A CAPA document is created and submitted via **CAPA Entry**.
2. The document automatically enters the queue in this **Inbox**.
3. A manager (e.g., a QA/QC Manager or the relevant Department Manager) reviews and approves it.
4. After approval, the action plans within the CAPA become active and can begin to be implemented by the person responsible. The CAPA status will be updated for tracking.

Tips & Important Notes

- The approval process here is an important control step to ensure all improvement action plans are **well-targeted, feasible, and adequately resourced**.
- This module is typically accessed by **Department Managers, QA/QC Managers,** or other parties responsible for issue resolution.

Revision #1
Created 19 October 2025 05:16:17 by Sayu
Updated 19 October 2025 05:18:33 by Sayu