



QUALITY AND PRODUCTIVITY | QP-030

Corrective and Preventive Action (CAPA) Systems

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Course content

Why Attend

CAPA systems are central to quality management, yet many organisations struggle with recurring problems, overdue actions and weak root cause analysis. Effective CAPA prevents repeat failures and demonstrates control to auditors and regulators.

This Aractech course covers the CAPA process from problem identification to effectiveness verification: sources of CAPA, prioritisation, investigation and root cause analysis, action planning, implementation, verification of effectiveness, trending and CAPA system metrics. Participants work through CAPA cases.

Course Methodology

- Process presentations
- CAPA case exercises
- Root cause workshops
- Metrics analysis
- Group discussions

Course Objectives

- Explain the CAPA process and its sources
- Prioritise issues using risk
- Investigate and find true root causes
- Plan effective corrective and preventive actions
- Verify action effectiveness
- Measure and improve the CAPA system

Target Audience

- Quality professionals

Course content

- CAPA owners and coordinators
- Operations and engineering staff
- Regulatory compliance staff

Course outline

Detailed course outline

Day-by-day outline for Corrective and Preventive Action (CAPA) Systems.

Day 1 - CAPA Fundamentals

- 09:00-09:39 | Purpose of CAPA
- 09:39-10:18 | Corrective versus preventive
- 10:18-10:57 | Sources of CAPA
- 10:57-11:00 | Regulatory expectations
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Regulatory expectations (continued)
- 12:05-12:43 | Common failures
- 12:43-14:00 | Exercise: CAPA backlog review

Day 2 - Risk and Prioritisation

- 09:00-09:39 | Risk-based triage
- 09:39-10:18 | Containment
- 10:18-10:57 | Escalation
- 10:57-11:00 | Ownership
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Ownership (continued)
- 12:05-12:43 | Timelines
- 12:43-14:00 | Workshop: Prioritisation

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Day 3 - Investigation

- 09:00-09:39 | Problem description
- 09:39-10:18 | Root cause techniques
- 10:18-10:57 | Human error considerations
- 10:57-11:00 | Data analysis
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Data analysis (continued)
- 12:05-12:43 | Avoiding superficial causes
- 12:43-14:00 | Exercise: Root cause analysis

Day 4 - Actions and Effectiveness

- 09:00-09:39 | Action planning
- 09:39-10:18 | Implementation
- 10:18-10:57 | Effectiveness checks
- 10:57-11:00 | Closure
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Closure (continued)
- 12:05-12:43 | Documentation
- 12:43-14:00 | Case study: Recurring problem

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Day 5 - CAPA System Management

- 09:00-09:45 | Metrics
- 09:45-10:30 | Trending
- 10:30-11:00 | Management review
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Management review (continued)
- 11:45-12:30 | System improvement
- 12:30-13:15 | Digital tools
- 13:15-14:00 | Capstone: CAPA system review

Seminar dates

Available seminar dates

Live dates and pricing for Corrective and Preventive Action (CAPA) Systems generated from the course details page.

Date	Location	Format	Fee
2 - 6 November 2026	London	Classroom	€2,315
21 - 25 December 2026	Frankfurt	Classroom	€1,875
18 - 22 January 2027	Frankfurt	Classroom	€1,875
15 - 19 February 2027	Geneva	Classroom	€4,315
15 - 19 March 2027	Frankfurt	Classroom	€1,875
19 - 23 April 2027	Rome	Classroom	€3,460
17 - 21 May 2027	Rome	Classroom	€3,460
21 - 25 June 2027	Barcelona	Classroom	€2,815
19 - 23 July 2027	London	Classroom	€2,315
16 - 20 August 2027	Frankfurt	Classroom	€1,875

Seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Frankfurt	Classroom	€1,875
18 - 22 October 2027	Cape Town	Classroom	€1,625
15 - 19 November 2027	Frankfurt	Classroom	€1,875
20 - 24 December 2027	Rome	Classroom	€3,460
2 - 6 November 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

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17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
20 - 24 December 2027	Online / Live	Online / Live	€1,815