

Packaging Error Root Cause Analysis

Report Date:

Reported By:

Department:

1. Error Description

Provide a brief description of the packaging error...

2. Details

Date/Time Occurred:

Product/Batch #:

Location/Line:

3. Error Type

Error Category	Tick (âœ”)
Incorrect Label	
Missing Item	
Damaged Packaging	
Wrong Product	
Count Discrepancy	
Other (specify below)	

Other details...

4. Immediate Action Taken

Describe any actions taken immediately after the error was found...

5. Root Cause Investigation

Summarize findings of the investigation...

6. Root Cause Identified

Indicate the specific root cause identified...

7. Corrective & Preventive Actions

List actions to correct current error and prevent recurrence...

8. Follow-up / Effectiveness Check

Describe how effectiveness of actions will be monitored...

9. Approval / Verification

Approved By:

Date: