

# 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: