8D Report

8D REPORT NO. | VERSION 1 | REPORT TYPE 8D report

SUPPLIER | CUSTOMER

CUSTOMER COMPLAINT NO.	PART NUMBER	DRAWING REVISION	PART NAME
		–	

COMPLAINT RECEIVED	LOTS	DELIVERY DATES	QUANTITY DELIVERED / REJECTED
–	–	–	–

Deadlines

DISCIPLINE	DUE	COMPLETED
D3	–	–
D5	–	–
D8	–	–

D1 TEAM

ROLE	NAME	DEPARTMENT / FUNCTION	CONTACT
Champion / sponsor		–	–
Team leader		–	–
Team member		–	–
Team member		–	–

D2 PROBLEM DESCRIPTION

PROBLEM DESCRIPTION

	IS	IS NOT
WHAT		
WHERE		
WHEN		
HOW MANY		

D3 CONTAINMENT ACTIONS

NO.	CONTAINMENT ACTION	RESPONSIBLE	IMPLEMENTED	RESULT	VERIFICATION OF EFFECTIVENESS
TSM1		–	–	–	–
TSM2		–	–	–	–

Stock

LOCATION	CHECKED	QUANTITY	RESULT / ACTION
Own site (stock, production)	–	–	–
In transit to customer	–	–	–
At customer	–	–	–
At supplier	–	–	–

CLEAN DATE (FIRST GOOD DELIVERY)	GOOD PARTS MARKED
–	–

D4 ROOT CAUSE ANALYSIS

Technical root cause · occurrence (TUA)

TUA1

1.
2.
3.

Verification: –
VDA root cause category: –

Technical root cause · non-detection (TUN)

TUN1

1.
2.
3.

Verification: –
VDA root cause category: –

Systemic root cause · occurrence (SUA)

SUA1

1.
2.
3.

Verification: –
VDA root cause category: –

Systemic root cause · non-detection (SUN)

SUN1

1.
2.
3.

Verification: –
VDA root cause category: –

D5 SELECTION AND VERIFICATION OF PERMANENT CORRECTIVE ACTIONS

NO.	ROOT CAUSE	PERMANENT CORRECTIVE ACTION	RESPONSIBLE	PLANNED DATE	VERIFICATION	VERIFIED ON
AM1	TUA1		–	–	–	–
AM2	TUN1		–	–	–	–

D6 IMPLEMENTATION AND VALIDATION OF PERMANENT CORRECTIVE ACTIONS

NO.	PERMANENT CORRECTIVE ACTION	IMPLEMENTED ON	EFFECTIVE FROM	VALIDATED ON	VALIDATED BY	VALIDATION RESULT
AM1		–	–	–	–	–
AM2		–	–	–	–	–

Removal of containment actions

CONTAINMENT ACTION	REMOVED ON	REASON FOR CONTINUATION
TSM1	–	–
TSM2	–	–

D7 PREVENT RECURRENCE

NO.	ROOT CAUSE	PREVENTIVE ACTION	RESPONSIBLE	PLANNED	IMPLEMENTED
VM1	SUA1		–	–	–

Updated documents

DOCUMENT	TITLE	REVISION	UPDATED ON
		–	–
		–	–

LESSONS LEARNED – TRANSFER TO SIMILAR PARTS AND PROCESSES

D8 CLOSURE AND TEAM RECOGNITION

PARTICIPANTS OF THE CLOSING MEETING

DATE OF THE CLOSING MEETING
–

SIGNATURE TEAM LEADER
Date

SIGNATURE SPONSOR
Date