

8D report

Start date:	8D-report number	Version	Status/report form:	<i>Please select</i>		
8D-Titel:						
Problem owner/Customer	<i>Please select</i>	Subject of problem solving	Current date			
E-Mail:						
Phone:						
D1 Problem solving team						
	Name	Department	Position	contact details		
Sponsor:						
Team leader:						
Contact Person:						
Team member 1:						
D2 Problem description						
Description - Symptom				Append media data		
Description - Problem (created by Problem Solving Team): (Including description of effects, extent of affected products, etc.)						
More information - Categorization (for example, type of error):	<i>example (to be customized)</i>	More information - Categorization (for example, error location):	<i>example (to be customized)</i>	Risk assessment started / updated? <i>Please select</i>		
				Date		
D3 Containment actions						
Description of Containment actions (CA)	Proof of efficacy by	Result effectiveness	launch date	Responsible (Person, contact)	Risk and side effect of containment action	Used methodology for investigation the residual risk and the side effects
CA 1:						
CA 2:						
CA 3:						
CA n:						
D4 Root cause analysis						
Technical Root Causes Occurrence (TCO)		Verification by (person)	Date	Results / method / report	ID from VDA root cause categories	
TCO 1:						
Technical Root Cause non-detection (TCN)		Verification by (person)	Date	Results / method / report	ID from VDA root cause categories	
TCN 1:						
Systemic root cause occurrence (SCO)		Verification by (person)	Date	Results / method / report	ID from VDA root cause categories	
SCO 1:						
Systemic root cause non-detection (SCN)		Verification by (person)	Date	Results / method / report	ID from VDA root cause categories	
SCN 1:						
D5 Selection and verification of corrective actions						
Corrective Actions	Verification performed on	Verification by (person)	Plan date of launch	Responsible for the launch	Append attachments (eg decision matrix, allowing traceability of the selection of measures)	
Reference to TCO 1:						
Referenz zu TCO 2:						
Referenz zu TCO n:						
Reference to TCN 1:						
Referenz zu TCN 2:						
Referenz zu TCN n:						
Reference to SCO 1:						
Reference to SCN 1:						
D6 Implementation and validation of corrective actions						
Corrective Actions	Launch date	Effective from	Validated on	Responsible (validation)	Append attachments (eg validation results)	
Reference to TCO 1:						
Reference to TCN 1:						
Reference to SCO 1:						
Reference to SCN 1:						
Lift of Containment Actions		Responsible	Lift date			
Reference to CA 1:						
D7 Prevention of reoccurrence						
Activities for prevention (product or process related)	Responsible	Planned	Hand over date	Assessment of applicability (by the recipient)	Append attachments (Proof of applicability)	
Activities for prevention (across product or process)	Responsible	Planned	Hand over date	Assessment of applicability (by the recipient)	Append attachments (Proof of applicability)	
D8 Conclusion and acknowledgement of the team's success						
Participants of the final meeting:	Result 8D Assessment			8D assessment carried out by	8D assessment performed on	
Participant 1						
Participant 2						
Results of the final discussion (optional)				Date of the final meeting (optional)		
Signature - Team Leader	Date	Signature - Sponsor	Date			