

8D report #: _____ Customer claim #: _____ Supplier 8D #: _____ Part type: _____	<b>8D Report</b> Part #: _____	Status date: _____ Report opened date: _____ Claim date: _____ Customer claim: _____																									
<b>D1: Team</b>  Team leader: _____ Champion: _____ Team members: _____ _____																											
<b>D2: Problem Description</b> _____ _____ _____																											
<b>D3: Immediate Containment Action</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Responsible</th> <th style="width: 20%; text-align: center;">Due</th> </tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </table>				Responsible	Due	_____	_____	_____	_____	_____	_____	_____	_____	_____													
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<b>D4: Root Cause</b> _____ _____ _____																											
<b>D5: Planned Permanent Corrective Action</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Responsible</th> <th style="width: 20%; text-align: center;">Due</th> </tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </table>				Responsible	Due	_____	_____	_____	_____	_____	_____	_____	_____	_____													
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<b>D6: Permanent Corrective Action</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Responsible</th> <th style="width: 20%; text-align: center;">Due</th> </tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </table>				Responsible	Due	_____	_____	_____	_____	_____	_____	_____	_____	_____													
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<b>D7: Lessons Learned</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%;">Document</th> <th style="width: 10%;">Updated?</th> <th style="width: 15%;">Updated by</th> <th style="width: 15%;">Date</th> <th style="width: 10%;">#</th> </tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </table>			Document	Updated?	Updated by	Date	#	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>D8: Congratulate the Team</b>																											
Congratulatory email sent to each team member on _____ with copies to their managers.		<b>Closed on</b> _____ <b>Closed by</b> _____																									