

8D report (template)

- D1 Team: OAF project engineer, workshop quality lead, your quality contact
- D2 Problem description: part, batch, quantity affected, how it was found
- D3 Containment: stop, sort, replace; within 24 h of your report
- D4 Root cause: 5-why and Ishikawa, with measurements attached
- D5 Corrective action: chosen, with owner and date
- D6 Implementation and verification: first batch after the fix inspected 100%
- D7 Prevention: drawing, control plan or process sheet updated (new revision letter)
- D8 Closure: signed by both sides; report filed with the request in the admin panel