

XYZ COMPANY LIMITED

8D REPORT

Format No.:

Report No:

Reference No.:

Start Date :

Updated :

Close Date:

Part / Product No. :

Product Name :

Supplier Name :

Problem Reported- circumstances:

D1 - Team - Supplier

Name (Dept.)	Contacts	Leader/Member

D1 - Team - Customer

Name (Dept.)	Contacts	Leader/Member

D2 - Problem Description

Both Side View – Customer & Supplier

Evidence /
Document /
Sketch /
Drawing:

Attachment -1

Attachment -1

D3 - Interim contains of problem

Planning	Responsibility	Target	Status process

D4 –Root Cause

Why? – Why? or [5w1H Method]

D5 –Point Analysis & Verifies Corrective Actions			
D5 is Escape Point Analysis or permanent Corrective Action – identify here			
1. Corrective actions 2. Responsible person 3. Target & Current Status			
D6 –Implementation Corrective Actions			
Planning	Responsibility	Target	Status process
D7 –Preventive Actions			
Details of Corrective Actions & Planning of Preventive Actions		Target & Status	Responsible
D8 –Effectiveness & Verification			
Facts finding & verification reporting by reporter			

STATUS 8D REPORT