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Supplier 8D-Report
Checklist

8D Reference-Number

Basic requirements

Requirements for overall effectiveness	*Evaluation*	*Comment*

D1 - Problem Solving Team

Requirements for D1 effectiveness	*Evaluation*	*Comment*

D2 – Problem description

Requirements for D2 effectiveness	*Evaluation*	*Comment*

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D3 – Immediate actions

Requirements for D3 effectiveness	*Evaluation*	*Comment*

D4 – Root-Cause-Analysis

Requirements for D4 effectiveness - Occurrence	*Evaluation*	*Comment*

Requirements for D4 effectiveness - non-discovery	*Evaluation*	*Comment*

Selection of corrective actions for each identified root cause must be comprehensible	Completed On going n/a	
Released, detailed action plan (dates, responsible parties, required resources are released)	Completed On going n/a	

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Requirements for D5 effectiveness - non-discovery	Evaluation	Comment

D6 – Implementation and validation of corrective actions

Requirements for D6 effectiveness - Occurence	Evaluation	Comment
Implement the selected permanent corrective actions based on the action plan (from D5)	Completed On going n/a	
Validation of the effectiveness of the permanent corrective actions	Completed On going n/a	
Cancellation of immediate action after validation of permanent corrective action	Completed On going n/a	

Requirements for D6 effectiveness - non-discovery	Evaluation	Comment

Cancellation of immediate action after validation of permanent corrective action

D7 – Prevent failure recurrence

Requirements for D7 effectiveness	Evaluation	Comment

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D8 – Conclusion and appreciation of the team's success

Requirements for D8 effectiveness	Evaluation	Comment

Evaluation criteria

- Completed: all requirements are met.

- On going: requirements are still in work. The status or open topics can be described in the comment field.

- n/a: requirements are not aplicable. Justification can be written in the comment field and must be stated in the 8D report.