

[organization name]

Appendix 3 – Problem Solving 8D Template

Supplier:			
8D Analysis Report			
			Start date
Last update			
Problem description	[describe the problem and reference to relevant documents]		
Problem solving team leader	[name], [job title], [team leader]		
Problem solving team member 1	[name], [job title], [team member]		
Problem solving team member 2	[name], [job title], [team member]		
Containment Actions	Implementation date	Percentage %	
Proposed corrective actions (CA)		Percentage to complete CA	
		CA Effectiveness	
	Implementation date	Percentage	
[Product FMEA]			
[Process FMEA]			
[Control Plan]			
[Procedure]			
	[Yes/No]		
	[name], [job title], [phone], [email]		

Commented [16A1]: Write here part numbers and their name, according your identification system.

Commented [16A2]: The goal of containment actions is to
[blurred text]

Commented [16A3]: This can be calculated, for example, as
[blurred text]

Commented [16A4]: If multiple causes lead to an effect, write percentage for each cause, otherwise write "100%" and delete redundant rows.

Commented [16A5]: Write here whether the corrective action was effective or not.

Commented [16A6]: These are examples of documents that can be updated based on results of 8D analysis.

[job title]
[name]

[signature]