8D Problem Solving Worksheet

Customer #	Tracking #	Plant ID	Part #

Concern:

Open Date:	Close Date:

D1: Team

Team Members:	Team Member Responsibilities:	Team Goals and Objectives:

D2: Describe the Problem

Problem Description:	Tools Used: (Attach relevant documentation to this form)

D3: Implement and Verify Interim Containment Measures

Action #	Containment Description	Responsible Individual	Implementation Date	How Verified?	Standard Work Procedure #

D4: Define and Verify Root Causes

Root Cause	Percent Contribution	Tools Used: (Attach relevant documentation to this form)

D5: Identify and Verify Corrective Actions

Proposed Permanent Corrective Action	Verification Method	Tools Used: (Attach relevant documentaiton to this form)

D6: Implement Permanent Corrective Actions

Implemented Permanent Corrective Action	Responsible Individual	Delay	Implementation Date	Standard Work Procedure #

D7: Prevent Recurrence

Action #	Description	Responsible Individual	Implementation Date	Standard Work Procedure #

D8: Recognize the Team and Report out to Customers

Customers Notified:

8D Team Member Signature	Title	Date

This 8D form is provided courtesy of Launsby Consulting. (www.launsby.com)