



## 8D Problem Solving Worksheet

<b>Customer #</b>	<b>Tracking #</b>	<b>Plant ID</b>	<b>Part #</b>
-------------------	-------------------	-----------------	---------------

**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