

The Eight Disciplines (8D) Report

- The following report will be used to document the correction and prevention measures associated with an issue raised on the learning log.
- The report will be owned by the quality team but will require input from relevant people in order to complete.

Team

List the people the people with the product/process knowledge who are required to take part in the 8D process.

Problem Definition

Define the actual (not perceived) issue. What? When? Where? Why? Who? How many?

Short-Term Containment Actions

Implement a fix for the immediate issue. The goal here is to prevent a defective product reaching the next step in the process and ultimately the customer.

Determine Root Cause

Accurately determine the root cause of the issue

Identify Permanent Corrective Action

What needs to be done to eliminate the problem.

Implement and Validate Corrective Action

Measure and monitor the result after the corrective action

Prevent Reoccurrence

Can this happen across similar products/processes

Recognition for the Team and Communicate Results

Congratulate team and communicate results to the relevant people.