

## 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.*