

The Eight Disciplines (8D) Report

* The following report will be used to document the correction and prevention measures associated with an issue raise 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.*