

<input type="radio"/> 3D-Report <input type="radio"/> 5D-Report <input type="radio"/> 8D-Report			Last update;
Supplier		Customer	MELECS EWS GmbH
Contact person		Contact person	
E-Mail:		E-Mail:	
Telephone No		Telephone No	
Supplier. Part No.		Melecs Part No.	
Supplier. complaint No.		Melecs complaint No.	
Supplier. Notification Date		Others	
1D	TEAM		
Team leader			
Team Members			
2D	PROBLEM DESCRIPTION		
<p style="text-align: center;">Note :</p> <ul style="list-style-type: none"> - Problem Description is a detailed description of the concern which is generated by the IS/ISNOT problem solving worksheet - Establish problem description using repeated Why's. - Does the review team understand the problem? - Does the management review team understand the basic problem? - If not skip the next questions and ask if a plan has been identified to collect "What-Where-When-How Big 			
Total affected quantity		Total rejected quantity	
Date code			
3D	CONTAINMENT ACTIONS		
Actions	Responsible	Date	State
<p style="text-align: center;">Note : - Do we need to take immediate action to contain this issue?</p> <ul style="list-style-type: none"> - Review immediate containment action plan and problem description. - Stop Defect at each point in the process back to the source - Has a containment plan for service been developed?) <p style="text-align: center;">Do Not Proceed to the next step until all questions are answered satisfactorily!</p>			
Verification			
<p>Note : - Verify the action taken is fully effective</p>			
Validation			
<p>Note : - Validate the action taken is fully effective</p>			
4D	ROOT CAUSE ANALYSIS		
Occurrence	<p style="text-align: center;">Note : - Occurrence is the actual concern , what went wrong and why</p> <ul style="list-style-type: none"> - Has the causal part been identified? - Has the failure mode been identified? - Has the failure mechanism been identified? - What investigation was done to identify the rootcause? - Did the investigation lead to improved problem description? - Determine why the problem escapes to the customer? - What is the difference and what changed? 		
Detection	<p style="text-align: center;">Note : - Escape is why the MELECS plant experienced the occurrence , why did the occurrence escape from the supplier quality system?</p> <ul style="list-style-type: none"> - Determine why the problem escapes to the customer? 		
Verification Occurrence			
Verification Detection			
Add ISHIKAWA			

Add 5WHY

Do Not Proceed to the next step until all questions are answered satisfactorily!

5D		Permanent corrective ACTIONS		
Action/	Responsible	Date	State	
Occurrence:				
<p>Note: -Must address Root Cause path (occur/escape) Action which permanently eliminates the root cause of the problem. Do not confuse activity with a plan to eliminate root cause.</p> <ul style="list-style-type: none"> - Have different alternatives been examined as possible corrective actions? - What verification will be used to verify corrective actions? - What resources are required to execute the plan? - Did the management team allocate required resources to execute the plan? - Has a plan for service stock been developed? <p>Please DESCRIBE and COMPARE the before-after status!</p>				
Detection;				
Do Not Proceed to the next step until all questions are answered satisfactorily!				
6D		EFFECTIVENESS CHECK		
	Responsible	Date	State	
Way of Effectiveness check:				
a, Verification occurrence:				
b, Verification Detection:				
7D		PREVENTIVE RE- OCCURANCE:		
<p>Note: - Has the team Identified the system, practices, procedures and specification standards that allowed the problem to Occur and Escape?</p> <ul style="list-style-type: none"> - What actions permanently eliminate the root cause of the problem? - What specifics documents & process change has been instituted? - Does the Management team concur with which documents have been changed? - Does the Management team concur with actual changed proposed for the documents 				
Control Plan updated:		Date:		
FMEA Update:		Date:		
Standard work instruction updated:		Date:		
Work instruction update:		Date:		
Across locations:		Date:		
Others:		Date:		
Could this failure mode occur at other products/processes?		If yes what is planned:		
8D		PROJECT STATUS		
8D Project Finished:	<p>Note: Thank the team after each presentation. Make a special effort to reward a team that has successfully completed all seven steps of the 8D process!</p>			
Date, Name:				