● **3D-Report**	○ **5D-Report**	○ **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

<div align="center" style="color:red">

Note :
- 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 tem 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

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Total affected quantity		Total rejected quantity	
Date code			

3D	CONTAINMENT ACTIONS		
Actions	**Responsible**	**Date**	**State**

<div align="center" style="color:red">

Note :   - Do we need to take immediate action to contain this issue?
- 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?)
Do Not Proceed to the next step until all questions are answered satisfactorily!

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Verification			

<div align="center" style="color:red">

Note :   - Verify the action taken is fully effective

</div>

Validation			

<div align="center" style="color:red">

Note :   - Validate the action taken is fully effective

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4D	ROOT CAUSE ANALYSIS

Occurrence	Note : - Occurrence is the actual concern , what went wrong and why - 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	Note : - Escape is why the MELECS plant experienced the occurrence , why did the occurrence escape from the supplier quality system? - 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:				
	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. - 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? Please DESCRIBE and COMPARE the before-after status!			
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 occurrance:				
b, Verification Detection:				

7D	PREVENTIVE RE- OCCURANCE:

Note: - Has the team Identified the system, practices, procedures and specification standards that allowed the problem to Occur and Escape? - 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 instroction 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:	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!
Date, Name:	