

8D Report Form

Eight Disciplines Worksheet & Action Tracker

Work the disciplines in order, log every action with an owner, and close nothing on a hopeful note.



Skip the paper.
Try this checklist on your **phone, tablet or PC** in flowdit. Snap a photo at each item, and the report writes itself.
Scan to start · flowdit.com

8D number		Date opened	
Customer / ref.		Response due	
Part / product		Part or lot no.	
Team leader		Quantity affected	

D1 to D3: Team, problem, containment	Yes	No	N/A	Notes
D1: Cross-functional team named and briefed				
D2: Problem described with numbers, not words				
D2: Is / is not comparison completed				
D3: Interim containment defined and in place				
D3: Suspect stock sorted, in-transit held				
D3: Containment verified at the customer				

D4 to D6: Root cause and corrective action	Yes	No	N/A	Notes
D4: Occurrence root cause found and proven				
D4: Escape root cause found (why it got out)				
D4: Cause backed by data, not by opinion				
D5: Permanent corrective action per root cause				
D5: Corrective action verified before rollout				
D6: Corrective action live, with owner and date				
D6: Effectiveness validated on production data				
D6: Containment removed once the fix holds				

D7 to D8: Prevent and close	Yes	No	N/A	Notes
D7: FMEA updated with this failure mode				
D7: Control plan and work instruction updated				
D7: Read across to similar parts and lines				
D8: Lessons learned recorded and shared				
D8: Signed off by team leader and customer				

Action tracker

Every action out of D3, D5 and D7 gets an owner and a due date. Type: C = Containment, P = Permanent, S = Systemic.

#	Action	Type	Owner	Due	Status
1					
2					
3					

#	Action	Type	Owner	Due	Status
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Acceptance decision

Rule: the 8D stays open while any action is open or an effectiveness check is missing. Count the open actions before you sign.

Open containment (C): _____ Open permanent (P): _____ Open systemic (S): _____

Status: ☐ Interim 8D sent ☐ Final 8D closed ☐ Reopened by customer

Team leader

Customer / quality approval

Name / Signature / Date

Name / Signature / Date