|  |  |
| --- | --- |
| Supplier:  | Date:  |
| Complaint No.: | Purchase Order number: |
| Material number:  | Part description:  |
| Drawing number/revision:  |
| Quantity ordered/delivered: | Quantity defective/not OK parts: |
| Reply 8D-Report until:  |
|  |  |
| **8D-Report** | **Description** |
| 1 | Supplier Team |  |
| 2 | Description of problem / error / reason for claim |  |
| 3 | Interim containment actions by supplier |  |
| 4 | Analysis and identification of root cause |  |
| 5 | Identification and planning of permanent corrective actions by supplier |  |
| Owner: Target date: |
| 6 | Implementation of permanent corrective actions by supplier |  |
| Owner: Target date:  |
| 7 | Prevention of recurrence / implementation of preventive actions and verification of effectiveness (testing after appropriate amount of time) |  |
| Owner: Target date:  |
| 8 | Completion  | Date: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

The gray fields are to be filled-out by the supplier.