

G8D REPORT INSTRUCTION TEMPLATE

*Title:	*8D#:	*QR# or QC#	*Date Opened:	*Last Updated:
*Product/Process Information:		Organization Information: Dakkota Integrated Systems, LLC		
D0 Symptom(s):				
D0 Emergency Response Action(s):			Responsibility	Date Implemented:
D1 Team (Name, Dept., Phone) Initiator: Champion: Team Leader: Team Members (include initiator):			D2 Problem Statement: Who: What: Where: When: How Many?	
D3 Interim Containment Action(s):			% Effective	Date Completed:
D4 Root Cause(s):				% Accurate
Verification:				
D5 Chosen Permanent Corrective Action(s):			% Effective	Date Implemented:
Verification :				
D6 Implemented Permanent Corrective Action(s):			Planned Complete Date:	Date Implemented:
D7 Prevent Actions (Systemic Prevent Recommendations):			Planned Complete Date:	Date Implemented:
D8 Team and Individual Recognition:			Date Closed	Reported by

Sketch – include sketch or picture as needed to illustrate the issue, as applicable on the back.

*** must be filled out by initiator.

G8D REPORT INSTRUCTION TEMPLATE

*Title: Title of problem	*8D#: Assigned by Doc. Control	*QR# or QC# Ford assigned #, N/A for internal problems	*Date Opened: Date first issued	*Last Updated: Current date when updated
*Product/Process Information: What IP? (i.e., manifest#) or if not a IP problem, what is the process? (Engineering, Maintenance, Quality, Accounting, Human Resources, etc...)		Organization Information: <p style="text-align: center; color: blue; font-weight: bold;">Dakkota Integrated Systems, LLC</p>		
D0 Symptom(s): Briefly explain the problem.				
D0 Emergency Response Action(s): Anything done internally or externally that contains the problem to protect the customer.			Responsibility The person responsible for performing the emergency response action.	Date Implemented: List the date that each action was implemented.
D1 Team (Name, Dept., Phone) Initiator: Person that initiates the G8D. Champion: Usually a mgr. or sup. that is responsible for making sure G8D is finished. Team Leader: Leader of the G8D team. Gives leadership and is responsible for holding the meetings. Team Members (include initiator): Select your members and use the following criteria: 1) Can provide technical input 2) Carry out your assignments 3) Offer information and ideas 4) Give descriptive feedback 5) Clarify issues			D2 Problem Statement: Who: What crew or person was involved. What: What was the problem. Where: Where did it happen? Dakkota or KTP. When: What day(s), crew, time etc..... How Many? How many parts involved.	
D3 Interim Containment Action(s): Develop interim containment actions and implement. supplier until permanent corrective actions have been implemented.			% Effective Calculate (or estimate) the effectiveness of the containment.	Date Completed: List the date that each action was completed. Note if it is still on-going.
D4 Root Cause(s): Isolate and verify the root cause by testing each root cause theory against the problem description. If additional problem solving tools are needed, please reference the PPSR for fishbone and 5-why tools. Verification: List what you did that verifies that you determined the true root cause.				% Accurate Calculate (or estimate) the accuracy of the root cause determination.
D5 Chosen Permanent Corrective Action(s): Select the best permanent corrective actions to remove the root cause. Also select the best permanent corrective actions to contain the effect of the root cause. Verification : Verify that both decisions will be successful when implemented without causing undesirable effect.			% Effective Calculate (or estimate) the effectiveness of each action.	Date Implemented: List the date that each action was completed. Note if it is still on-going.
D6 Implemented Permanent Corrective Action(s): Plan and implement selected permanent corrective actions. Validate the actions and monitor the long term results.			Planned Complete Date: List the planned completion dates for each item.	Date Implemented: List the date that each item was completed.
D7 Prevent Actions (Systemic Prevent Recommendations): Modify the necessary systems including policies, practices and procedures to prevent recurrences of this problem and similar ones. Make recommendations for systemic improvements, as necessary, and document lessons learned.			Planned Complete Date: List the planned completion dates for each item.	Date Implemented: List the date that each item was completed.
D8 Team and Individual Recognition: Complete the team experience. Sincerely recognize both team and individual contributions and celebrate! Sketch – include sketch or picture as needed to illustrate the issue, as applicable on the back. *** must be filled out by initiator.			Date Closed Date G8D was closed	Reported by Who closed the G8D