



# 8D Problem Solving Report Template

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## How to Use This Template

Use this report to document cross-functional investigations for recurring quality problems. Complete each discipline using objective evidence, data analysis, and verified actions.

## Investigation Summary

8D Report No.	
Customer	
Product	
Complaint No.	
Team Leader	
Date Opened	
Target Closure	
Current Status	



## D0 – Emergency Response

Field	Details
Customer impact	
Immediate containment	
Shipment status	
Risk assessment	
Evidence attached	

### Notes

### Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D1 – Establish the Team

Field	Details
Team Member	
Department	
Role	
Responsibility	
Availability	

## Notes

## Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D2 – Describe the Problem

Field	Details
Problem Statement	
5W2H Analysis	
Affected Product/Lot	
Photos & Evidence	
Customer Impact	

## Notes

## Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



### D3 – Interim Containment Actions

Field	Details
Containment Action	
Owner	
Due Date	
Verification	
Result	

### Notes

### Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D4 – Root Cause Analysis

Field	Details
5 Whys	
Fishbone Summary	
Occurrence Cause	
Escape Cause	
Supporting Evidence	

### Notes

### Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D5 – Permanent Corrective Actions

Field	Details
Corrective Action	
Owner	
Due Date	
Risk	
Completion	

### Notes

### Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D6 – Implement & Validate

Field	Details
Implementation Evidence	
Validation Plan	
Results	
Customer Verification	
Effectiveness	

### Notes

### Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D7 – Prevent Recurrence

Field	Details
SOP Update	
PFMEA Update	
Control Plan	
Training	
Lessons Shared	

## Notes

## Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## D8 – Recognize the Team

Field	Details
Recognition	
Project Outcome	
Key Lessons	
Future Opportunities	
Closure Date	

## Notes

## Evidence / Attachments

Attach supporting documents, photographs, charts, or data here.



## Approvals

Role	Name	Signature / Date
Quality		
Engineering		
Management		

## Revision History

Revision	Date	Description	Approved By