8-D-Report

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| 0 | Grunddaten:  *Basic data:* | Reklamation:  *complaint:* | [ ]  *ext* | | [ ]  *int* | Datum  *Date* |  |
| Bezeichnung/Grund  *Description/Cause* | |  | | | | | |
| Eingangsdatum  *Date of receipt* | |  | | **Auftragsnummer**  *Order no.* | |  | |
| Reklamationsnummer  *No. of complaint* | |  | | **Bericht-Nr.**  *Report no.* | |  | |
| 1 | **Team/Verantwortlichkeiten**  *Team/Responsibilities* | | | | | **Datum**  *Date* |  |
| Name  *Name* | | **Abteilung**  *Department* | | **Aufgabe/Position**  *Duty/Position* | | | |
|  | | AuftraggeberIn  contracting authority | | Punkte 0 und 1  points 0 and 1 | | | |
|  | | Q&T-Abteilung oder QS  Q&T-department or QS | | Punkt 2  point 2 | | | |
|  | | ProduktmanagerIn  product manager | | Punkt 3 bis 5  point 3 to 5 | | | |
|  | | QualitätsmanagerIn  quality manager | | Punkt 6 bis 8  point 6 to 8 | | | |
| 2 | **Problembeschreibung**  *Formulation of problem* | | | | | **Datum**  *Date* |  |
| Beschreibung  *Description* | |  | | | | | |
| Geprüfte Stichprobe  *Control sample* | |  | | | | | |
| Umfang  *Amount* | |  | | | | | |
| Bild  *Picture* | |  | | | | | |
| 3 | **Sofortmaßnahmen**  *Immediate measurement* | | | | | **Datum**  *Date* |  |
| Laufender Prozess  *Ongoing process* | |  | | | | | |
| Lagerbestand  *Stock on inventory* | |  | | | | | |
| Versendete Teile  *Parts in transit* | |  | | | | | |
| Teile beim Kunden/der Kundin  *Parts at customer* | |  | | | | | |
| 4 | **Problemursache/Maßnahmen zur Eingrenzung**  *Cause of problem/Actions of containment* | | | | | **Datum**  *Date* |  |
|  | | | | | | | |
| 5 | **Abstellmaßnahmen bestimmen und planen**  *Assigning and planning of break-off measures* | | | | | **Datum**  *Date* |  |
| Maßnahmen beschreiben  *Description of measures* | | | | **Terminierung**  *Scheduling* | | **Verantwortliche/r**  *Responsible* | |
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| 6 | **Erfolgskontrolle**  *Control of success* | | | | | **Datum**  *Date* |  |
| Verlauf der Abstellmaßnahme  *Course of break-off measures* | | | | **Wirkungskontrolle**  *Evaluation of effectiveness* | | | |
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| 7 | **Wodurch wird die Wiederholung verhindert?**  *What does avoid reoccurrence?* | | | | | **Datum**  Date |  |
| Maßnahmen zur generellen Ausräumung der Ursache  *General actions to avoid reoccurrence* | | | | | | | |
|  | | | | | | | |
| Maßnahmen zur Beseitigung der Ursache in ähnlichen Prozessen  *General actions to avoid occurrence in similar processes* | | | | | | | |
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| 8 | Resümee, Auswertung der beteiligten Personen  *Summary, overview by involved persons* | | | Datum  *Date* |  |
|  | | | | | |
| Abschluss  *Close* | | **Unterschrift**  *Signature* |  | **Datum**  *Date* |  |