|  |  |  |
| --- | --- | --- |
| **Logo  Description automatically generated** | **8-D Summary Report** |  |
| Document No.: |  | Date Opened: |  |
| QIR No.: |  | Date Closed: |  |
| **D1 Team** |
| Team Leader |  | Champion |  |
| Scribe |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **D2 Problem Statement** |
|  |
| **D3 Iterum Containment Actions** |
| *Action and Effect* | *Implementation Date* |
|  |  |
| **D4 Root Cause Determination** |
| *Why 1* |  |
| *Why 2* |  |
| *Why 3* |  |
| *Why 4* |  |
| *Why 5* |  |
| **D5 Proposed Permanent Corrective Actions** |
|  |
| **D6 Validation of Corrective Action** |
|  |
| ECR No.: |  | CO No.: |  |
| **D7 Preventive Actions** |
| [ ]  Requirements |  | [ ]  Process Spec. |  |
| [ ]  Procedure |  | [ ]  PFMEA |  |
| [ ]  DFMEA |  | [ ]  Control Plan |  |
| [ ]  Verification Plan |  | [ ]  Work Instructions |  |
| [ ]   |  | [ ]   |  |
| Comms. Plan: |  |
| **D8 Team Celebration/Recognition** |
| Date: |  |

1. D1 Team

## Team

|  |  |
| --- | --- |
| Team Member | Role |
|  | Team Leader |
|  | Team Champion |
|  | Scribe |
|  | Design & Release Engineer |
|  | Process Owner (or Supplier Interface) |
|  | Validation Lead |
|  | Forensics Lead |

## Meeting Details

|  |  |
| --- | --- |
| Frequency: |  |
| Day & Time: |  |
| Duration: |  |
| Location: |  |

1. D2 Problem Statement
2. D3 Interim Containment Action

## Action 1

## Action …

1. D4 Root Cause Determination

## Why Staircase

## Why Staircase Supporting Data

## Root Cause On/Off Demonstration Test Results

1. D5 Proposed Permanent Corrective Actions

## Proposed PCA 1

## Proposed PCA 2

1. D6 Validation of Corrective Action

## PCA 1 Validation Test Results

1. D7 Preventive Actions

## Preventive Action 1

1. D8 Team Celebration/Recognition