|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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