

Evaluation sheet 8D report suppliers

8D-STEP	NOT AVAILABLE	MINIMUM REQUIREMENT	EXCELLENT
D2 Problem description (possible max. 5 points)	Empty or only symptom described, collection of facts missing. [0 P]	Basic problem, occurrence and effects are clearly and comprehensibly described (incl. detailed quantitative information: what, where, when, how much, who, ...).	Additional information on the interface and impact on the customer is available. [+1 P]
D3 Immediate measures (possible max. 15 points)	Any / incomplete immediate measure (unspecific, no date). [0 P]	Immediate measures are described and checked for effectiveness (planned dates/implementation dates, responsibilities are determined). [13 P]	Quantitative proof of efficacy is given (e.g. in %). [+2 P]
D4 Cause of error (possible max. 20 points)	Only direct cause named (superficial / hypothetical). [0 P]	The causes for the occurrence and non-detection of errors are shown. On request: A root cause analysis using the Ishikawa and 5-Why method was used and is attached to the 8-D report. [15 P]	The systematic root cause is shown. A risk assessment was also performed. [+5 P]
D5 Identify corrective measures and verify effectiveness (possible max. 20 points)	Any corrective action (unspecific, no reference to the cause, no date / person responsible), effectiveness not proven. [0 P]	At least 1 measure per root cause is shown. The respective corrective action is verified. (Planning dates/implementation dates, responsibilities are determined). [15 P]	The evidence for verification is attached to the 8-D report. [+ 5 P]
D6 Implementation of corrective measures (possible max. 20 points)	Any corrective action (unspecific, no reference to the cause, no date / person responsible), effectiveness not proven. [0 P]	The corrective actions cover all root causes from D4 in full and are documented. Proof of effectiveness is available. (Plan dates/implementation dates, responsibilities are determined). [15 P]	Proof of validation of the measure is attached to the 8-D report. [+ 5 P]
D7 Preventive measures (possible max. 15 points)	No or unclear information. [0 P]	The QM documentation such as FMEA, production control plan etc. has been updated. Lessons learnt have been comprehensibly initiated for all relevant products and processes. (Planning dates/implementation dates, responsibilities are defined). [10 P]	Proof of the amended QM documents is available. [+5 P]
D8 Final discussion (possible max. 5 points)	Not specified. [0 P]	Team listing with date. [4 P]	Brief summary of the 8D report. [+1 P]
Note: A maximum of 100 points is possible; to complete an 8-D report, the supplier must achieve at least 70 points.			