8D-Report

Supplier	Date of report opening	Date of last update

Client	Complaints number	Date complaint received

Item name	Item number	Version

Order number	Delivery quantity	Quantity claimed

1 Team	2 Problem description	

3 Immediate measures		Launch date

4 Error causes		

5 Selected permanent shutdown measures		Planned launch date

6 Permanent shutdown measures implemented		Launch date

7 Measures against repeat errors		Introduction date

8 Customer approva	Team leader supplier	Closing date supplier

Notes