

8D Report

CA 00001

for
Internal : WPG-BETA, Inc.

Form # : QF-1401
Rev # : 4.00

Date Found 06/22/2017	Found By J. Smith	Location Work Area #1			Page 1 of 1
Date Opened 06/22/2017	Opened By Simpson, Homer (SIMPSON)	Department Manufacturing/Production			Part #
Date Closed	Closed By	Source Internal	Type Nonconformance	Cause Process	Audit #

D2: Describe Problem (object, concern, quantification)

While I was at Work Area #1, I saw an old revision of the Document Control procedure QSP-100 posted at the computer. I know we are only supposed to use the most current revision available.

D1: Establish Corrective Action Team

Name	Company	Department	Phone Number
Brown, Charlie (BROWN) * !	Any Company, Inc.	Quality	317-555-1212
Jetson, George (JETSON)		Manufacturing/Production	317-555-1212
Gonzalez, Reuben		Quality	
Bailey, Beetle	Any Company Inc.	Manufacturing/Production	
Courtney, Bruce		Manufacturing/Production	
Rubble, Robin (RUBBLE)			

D3: Contain Symptom

Who Responsible	Action Taken	Date Completed
Containment Comments:		

D4: Find and Verify Root Cause

Description of Root Cause
Workstation didn't have the most recent file for the document.

D5: Choose Corrective Action

Responsibility	Recommended Action	Target Date
Rubble, Robin (RUBBLE)	Make sure all workstations have the most recent revision of the document.	7/25/2017
Brown, Charlie (BROWN)	Make the old revision Superceded.	7/25/2017
Review Date:	Reviewed By:	Results:

D6: Implement Corrective Action and Verify

Responsibility	Action Taken	Date Completed
Gonzalez, Reuben	Changed the document on the computer to the most recent one.	7/20/2017
Brown, Charlie (BROWN)	Archived the old revisions of the document	7/18/2017
Date CAR Completed:	CAR Completed By:	
Completion Comments:		

D7: Prevent System Problem

Responsibility	Action Taken	Date Completed
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D8: Congratulate Team

Date CAR Closed	CAR Closed By
Closing Comments:	