

8D / D4 Root-Cause Checklist (8D Gate)

Use before you send an 8D to your customer. Each “no” is a likely rejection reason.

D1–D3: Team, problem, containment

- ☐ Team named with roles (incl. someone from the process where it escaped).
- ☐ D2 is quantified: what, where, when, how many, how detected (is / is-not).
- ☐ Customer part numbers, lot/date codes and the defect photo are referenced.
- ☐ Containment covers ALL stock: plant, in transit, warehouse, customer site.
- ☐ Containment results are numbers (parts sorted / found NOK), not “done”.
- ☐ Containment does not hide the problem (sorting is not a root cause fix).

D4: Root cause (the part most often rejected)

- ☐ Two root causes stated: **occurrence** (why it was made) AND **escape / non-detection** (why it was not caught).
- ☐ The escape point is named: the first process step that should have caught it.
- ☐ 5-Why or Ishikawa reaches a controllable process cause, not “operator error” or “human mistake”.
- ☐ Every cause candidate is shown as verified or ruled out, with evidence (test, data, reproduction).
- ☐ The defect was reproduced by switching the root cause ON and OFF (or equivalent proof).
- ☐ Systemic cause considered: why did the PFMEA / control plan allow it?

D5–D6: Actions

- ☐ One permanent action per root cause (occurrence AND escape).
- ☐ Actions are specific (who, what, by when), not “retrain operators”.
- ☐ Effectiveness verified with data after implementation (e.g. N lots / X weeks with 0 defects).
- ☐ Containment removed only after verification.

D7–D8: Prevent recurrence

- ☐ PFMEA, control plan, work instructions updated (with revision numbers).
- ☐ Lessons learned applied to similar parts / lines.
- ☐ Customer-specific requirements and deadlines (from the customer's supplier manual or SCAR) are met.

Final check

- ☐ A reader outside your plant can follow it without asking a question.
 - ☐ Every claim has evidence attached or referenced.
-

Check your 8D in 60 seconds, free: <https://8d-gate.vercel.app>