

Containment Sorting Instruction

A generic form for a D3 sort / containment instruction. It does not replace your company's procedure or your customer's requirements (for example a customer-specified sorting company, controlled shipping level or labelling). Agree the instruction with the customer where required before sorting starts.

1. Identification

Instruction no. / revision		Related complaint / 8D no.	
Customer		Part number / name	
Drawing revision		Defect / failure mode	
Issued by (name, date)		Approved by (name, date)	

2. Suspect range

State how the range was defined (first known bad and last known good, and the evidence for each). If the boundary is not proven, widen it.

Production date / shift from		Production date / shift to	
Lot / batch / serial range		Last known good (evidence)	
Machine / line / tool / cavity		Material lot(s)	
How the range was defined		Quantity in suspect range	

3. Where to sort

Location	Suspect qty (est.)	Sort by (own staff / sorting company / customer)	Start date	Contact

Cover every location: work in progress, finished goods, warehouse, in transit, customer stock, service / spare parts. Write 'none' rather than leaving a line blank.

4. Sorting method and reject criteria

Characteristic to check		Specification / limit	
Method (visual, gauge, test)		Gauge / equipment ID	
Lighting / magnification / conditions		Limit sample or photo reference	
Sample or every part		Time per part (est.)	

Reject criteria must be yes/no for the sorter. Attach OK and NOK photos or limit samples. If the method is visual and the defect is hard to see, say how the method was checked (for example seeded known-bad parts found).

5. Who sorts and how they were briefed

Name / company	Briefed by	Date	Signature

6. Handling of results

Good parts: marking / label		Rejects: marking, segregation, disposition	
Rework allowed? (Y/N, instruction ref.)		Escalation if a reject is found (who, how fast)	
Clean-point / first-clean-shipment marking		Reporting to customer (how often)	

7. Results log

Date / shift	Location	Lot / range	Qty checked	Qty OK	Qty NOK	Sorter	Remarks

8. Exit criteria and close

Sorting ends when (criterion agreed with customer)		Permanent action verified (D6 ref.)	
Total checked / OK / NOK		Closed by (name, date)	

Sorting is containment, not a root cause or a corrective action. A clean sorting result shows the suspect stock is controlled; it is not evidence that the permanent action works.