



Supplier 8D Report

D-1 Team Members

Champion : _____
 Team Leader : _____
 Team Members : _____

QN Details

Molex QN Number :	_____	Supplier Ref. Number:	_____
Molex P/N :	_____	Received Date :	_____
Supplier P/N :	_____		
Part Description :	_____		
Supplier Name :	_____		
Supplier Contact Person :	_____		
Sample Received Date :	_____	Qty Rejected :	_____
8D Submit Date :	_____	Reject Rate :	_____
Last Updated :	_____	Mfg Date :	_____
Date Closed :	_____	Lot Numbers :	_____

D-2 Problem Description (include photo, sketches and analysis of problems, etc., where appropriate)

Molex Problem Statement:

Supplier Problem Statement:

D-3 Interim Containment Actions

Stock Status	Qty OK	Qty Not OK	Containment Action	Responsible	Clean Date	Product Identification
Stock at Production :						
Stock in Warehouse :						
Stock at Transit/Hubs :						
Stock at T [^ c A						
Others :						

Attach recovery plan as needed:

D-4.1 Root Cause of Proble

D-4.3 Root Cause - Escape

Why 1	Why 1
Why 2	Why 2
Why 3	Why 3
Why 4	Why 4
Why 5	Why 5

Attach fishbone diagram & other investigation here:

D-4.2 Verification Root Cause of Problem			D-4.4 Verification on Root Cause - Escape		

D-5.1 Corrective Action on Root Cause of Problem			D-5.2 Corrective Action on Root Cause - Escape		
Items	ECD	Owner	Items	ECD	Owner

D-6.1 Verification (Short Term) of CA on Root Cause		
Items	ECD	Owner

D-6.2 Validation (Long Term) of CA on Root Cause		
Items	ECD	Owner

D-7.1 Preventive action(s) for similar process root cause			
Action taken	Responsible	Date Completed	Validation

D-7.2 Preventive action(s) for similar process escape point			
Action taken	Responsible	Date Completed	Validation

D-7.3 Systemic Prevention			
Action taken	Responsible	Date Completed	Validation

D-7.4					
Items	ECD	Owner	Items	ECD	Owner
Updated Design Standards :			Updated Checklist :		
Updated Product FMEA :			Updated Procedures / Work Instructions :		
Updated Process FMEA :			Updated Maintenance Plan :		
Updated Control Plan :			Updated Training Records :		

D-8.1 Congratulate the team

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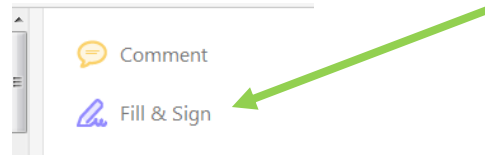
Reported By :		Approved By :		Approved By :	
Designation :		Designation :		Designation :	
Date :		Date :		Date :	

D-8.2 Final Approval by Molex

Approved By :		Approved By :		Approved By :	
Designation :		Designation :		Designation :	
Date :		Date :		Date :	

How to add a signature to the Molex 8D.

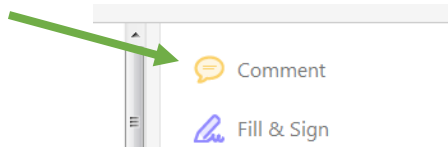
1. Click the fill & Sign button in the upper right hand corner of the screen
 - a. This will open the fill & Sign bar.



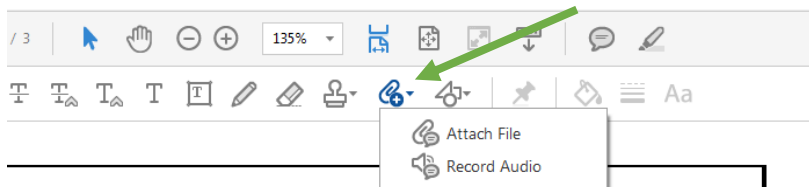
- b. Select Sign
2. Select Add Signature from the list.
 3. A dialog box will open allowing you to type, draw or add a graphic of your signature.
 4. Once the signature has been created click Apply.
 5. Your new signature will float over the document with your mouse and will be placed where ever you click.

How to attached a picture or document to the Molex 8D.

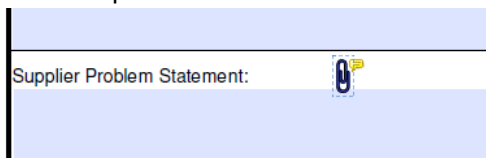
1. Click the comments button, in the upper right hand corner of the screen.
 - a. This will open the comments tool bar.



2. From the comments tool bar select the paperclip and click on Attach File.



3. Your cursor will look like a push pin. Click the file where you want to attach the picture or document.
4. The attach file dialog box will open.
5. Select the file that you want to attach.
6. Click the Open button.



7. An icon will appear where you clicked and a new dialog box will open to give you the option to change the shape of the icon.
8. Click OK.