



Air Vehicles

Kaman Supplier 8D Corrective Action Process Form

(Do not change format of this form – See instructions in attachments)

Supplier Name:	Supplier Number:	NCR/VRV#:	Date:
Supplier Address:			
Supplier Contact Name:	Supplier Contact e-mail:		
SEE PROCESS FLOW AND GUIDE ON PAGE 3			
D1. Team Member Names:		Team Member Job Function:	
D2. Problem Statement:			
D3. Initial Containment Actions: Product Shipped: Product in Stores: Product in WIP: Product in Planning:			Completion Date:
D4. Root Cause(s) Analysis (Use the 5 Why process):			
D5. Correction Action(s):			



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D6. Implementation(s):	Completion Date:												
D7. Preventative Action(s):													
D8. Project Closure and Team Recognition:													
Company Authorized Management Digital Signature (See instructions in attachments):													
<p style="text-align: center;"><u>FOR KAMAN USE ONLY</u></p> <table><tr><td>8D Process:</td><td>Approved:</td><td>Disapproved:</td><td>More Information Required:</td></tr><tr><td>Date entered/attached in TIPQA:</td><td colspan="3">Date completed form sent to Supplier:</td></tr><tr><td>Digital Signature:</td><td colspan="3"></td></tr></table>		8D Process:	Approved:	Disapproved:	More Information Required:	Date entered/attached in TIPQA:	Date completed form sent to Supplier:			Digital Signature:			
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Digital Signature:													
Comments:													

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D0

• **Plan the RCCA Process** - This is the critical stage of the entire process: Poor planning will yield poor results.

D1

• **Build a team** - It is important to have associated team members to ensure a robust process and subsequent corrective actions are accurate and implemented.

D2

• **Describe the problem** - This could be described by Kaman in an NCR or, requested by Kaman from a Supplier VRV (Vendor Request for Variation). You may re-define the problem to best suit your organizations terminology or as defined in a process. You may attach pictures or charts such as fishbone.

D3

• **Implement Containment** - Containment is key in any Correction Action Process which includes; product shipped, product in stores, product in process (WIP) and, product in the planning stages. You must address each of these areas to comply.

D4

• **Identify the Root Cause** - Using the "Five Why" process; a robust Root Cause identification can be determined. Root Cause does "Not" stop at "Operator Error" any longer. One main factor to consider as well: Are there other or similar parts/product that may be affected by the Root Cause?

D5

• **Corrective action(s)** - As a team it is identify corrective action(s) necessary to; 1) Correct product already completed or past the point of implementation within the process (with customer concurrence), 2) Identify corrective action(s) to preclude this event in the future (or other products). NOTE: You can add attachments as necessary - see instructions on the form.

D6

• **Implement Corrective Action(s)** - One item to consider is...the chosen corrective action may not be the best, or may require improvements. Implementation must include a way to measure the success of the corrective action(s) and continue with D7.

D7

• **Preventative Action(s)** - Once the corrective actions have been finalized and determined successful, this is the teams' opportunity to review all or like processes in order to prevent occurrences in the future.

D8

• **Team Success** - One major factor in a team's success is to ensure a complete, documented RCCA process. Continued Improvements can only happen when an organization understands what and how things happened in the past as to not repeat unsuccessful attempts in the future. Congratulate each team member as their contributions are critical to the successful 8D process.