

A guide to using Checkmate's

# 8D PROBLEM-SOLVING APP



## BE AUDIT-READY IN ACCORDANCE WITH AUTOMOTIVE-INDUSTRY STANDARDS



Configured in accordance with automotive-industry audit standards



8D tasks can also be viewed and managed via our OIL App



Employees receive email notifications when they have new and overdue 8Ds



Keep track of outstanding and overdue 8Ds, and the employees responsible

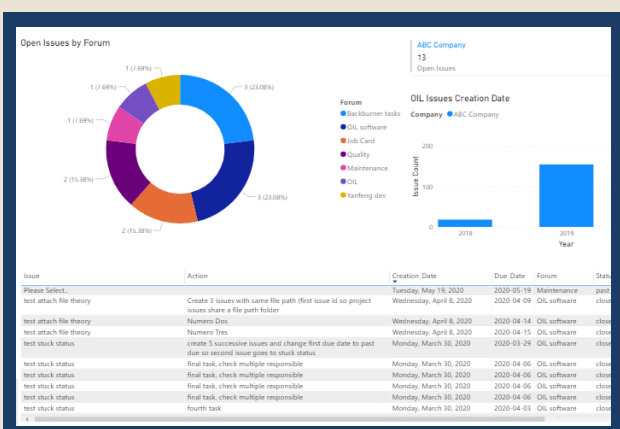
## 1. OPEN AN 8D & ASSIGN AN EMPLOYEE

When a faulty part is produced or shipped, create a new 8D, select the affected party (internal/customer/supplier), due date and assign an employee responsible for addressing the 8D. The employee will receive an email, notifying them that they have a new 8D task.

## 2. DETERMINE THE ROOT CAUSE

Employees may use our built-in fishbone and 5 Whys templates to determine the root cause of the production anomaly. There are also fields for the employee to specify the corrective and preventative actions taken.

## 3. MANAGE 8D WITH OUR REPORTS



Navigate to the "Reports" page to view how many outstanding/overdue 8Ds there are, and which employees are responsible..



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