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Joint-Stock Co/  
BCH Orgkhim Mgmt Co JSC

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# QUALITY MANUAL FOR VENDORS OF ORGKHM BIOCHEMICAL HOLDING

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## **Introduction**

The concepts reflected in this Manual are intended to assist vendors of any product in developing the principles of continuous improvement in quality, reliability and performance for mutual benefit, both by vendors and by BCH Orgkhim, including its offices at home and abroad, branches and joint ventures.

Vendors are fully responsible for the quality and reliability of their products. They should ensure that all products, delivered to the production sites of BCH Orgkhim, comply with the requirements of all existing procurement and supply agreements. Each vendor should organise quality and reliability assurance system according to the requirements of this Manual and requirements of the latest versions of international standards ISO 9001, ISO 14001, ISO 45001, IATF 16949. These requirements should be considered as fundamental in the quality and reliability systems of each vendor.

Each vendor is expected to accept and implement all necessary efforts to realise the philosophy "Zero Defect", and set a goal to deliver defect-free products to BCH Orgkhim at the stated time. In other words, the final quality target to be achieved is 0 PPM.

Annual target quality for each vendor can be identified and defined as requirements from BCH Orgkhim or contractual obligations by the vendor. Annual target quality can differ from zero because specifics of production and other objective factors are considered but the final quality target should be defined as zero defects.

The development and implementation of the management system and improving the quality and reliability of products are essential elements for maintaining the status of an approved vendor of BCH Orgkhim. If necessary, the company BCH Orgkhim analyzes the quality and reliability of vendors, as well as their implementations and operations.

BCH Orgkhim intends to provide itself with raw materials, materials, and parts that guarantee stability, while placing the responsibility for quality and reliability, including their management and improvement, directly on its vendors. Additionally, vendors are required to provide 100% timely delivery of products.

The provisions of this Manual apply to approved vendors of raw materials, equipment, and services.

Questions concerning the content of this Manual should be addressed to the management company BCH Orgkhim to the Chemical and Packaging Purchasing Unit. Local production sites may issue additional and / or replacement requirements to vendors in agreement with the Management company.

## **1 Vendor quality assurance program**

This document - the vendors Quality Manual - set quality standards and guidelines mandatory to all vendors of BCH Orgkhim. The elements of quality assurance and related activities necessary to meet the quality requirements of BCH Orgkhim in respect of incoming raw materials, purchased materials, equipment are determined. The requirements established after the release of this Manual may be directed through the production sites of BCH Orgkhim and/or specified in the Purchase Orders.

The BCH Orgkhim goal is to encourage vendors to achieve stability. Achieving stability is beneficial both for BCH Orgkhim and the vendor. In the process of implementing this philosophy, the relationship between BCH Orgkhim and the vendor becomes stronger, while ensuring the quality of deliveries and, ultimately, expanding the capabilities of both BCH Orgkhim and our vendors.

The program of BCH Orgkhim has the following important elements:

### **1.1 Liability of the Vendor**

Vendors are responsible for establishing procedures and programs that document their quality practices. Such practices should comply with the requirements set out in this Manual and the verification

points set out in Appendix A. Vendors purchasing products of external organizations, including raw materials, produced for BCH Orgkhim, are besides responsible for verification comply with the same requirements by these external organisations.

### **1.2 Obligation to Inform**

Vendor must immediately contact with BCH Orgkhim in case of occurring any deviation from the requirements set out in this Manual, from any applicable legal requirements or in case of suspicions that delivered products are non-conforming.

Vendor must inform immediately BCH Orgkhim about any changes in the production process, places of production or change owner.

### **1.2 Regulations of Readiness for Quality Assurance**

Upon approval, in case of using this Manual in order to develop vendors, they should confirm that requirements set out in this Manual are analyzed and understood. Vendors also should make a statement on the availability and readiness for meeting the requirements.

### **1.3 Complaints**

Vendors receiving a large number or occasional serious complaints, which BCH Orgkhim define in a particular case, can be excluded from the List of approved vendors. Vendor expedite note about complaints is accompanied by a request for 8D report to the problem solution of bad quality (refer to Appendix A).

Products that do not meet the quality requirements and other requirements of BCH Orgkhim is defined as non-conforming products. In the case of entering a non-conforming product to the BCH Orgkhim production, the vendor can be demanded to organise corrective action and recovery of expenses.

Each vendor should appoint an executive, responsible for problem solution of bad quality and reporting 8D at each manufacturing site with producing raw materials. In providing final 8D report and reports of different stages of the 8D process, the vendor should comply with the terms:

- Term of providing the 3D report (urgent actions for consumer protection) is 48 hours from the moment of problem informing.
- Term of providing 5D report is 10 calendar days from the moment of problem informing.
- Term of providing 8D report is 30 calendar days from the moment of problem informing.

Each report must be approved by BCH Orgkhim.

For recurring complaints and those exerted a significant impact on the quality of the final product, BCH Orgkhim can demand to establish special control methods (like checking each shipping lot with more strict methodology and criteria of control) and regular providing of information of performing these actions and its result.

If the vendor fails to comply with BCH Orgkhim's requirements for quality, delivery and other, the company can incur flow rates including but not limited to: raw materials loss, downtime, cost development, other flow rates and losses. Opening the procedure of Recovery of Expenses stems with the purpose of reimbursement of expenses and losses, related to the vendor's failure to comply with the BCH Orgkhim's requirements in quality, delivery and others. Without affecting the rights and legal remedy, BCH Orgkhim reserves the right to recoup the damage cost from the purchase price, that is payable by a contract, and if necessary from other monetary claims, that are or will be payable by the

company in any other transactions with the vendor, or from any other obligations of BCH Orgkhim to the vendor.

BCH Orgkhim sends to the vendor a Request for corrective action, which can contain information on Recovery of expenses. The vendor must immediately confirm the claim followed by the information on corrective and preventive actions. The vendor must instantly provide all commentary on the information of Recovery of expenses, specified in corrective and preventive actions. Any commentary, received from the vendor, do not limit the right of BCH Orgkhim to recoup or offset of claims for expenses and losses.

Our responsible for production and procurement business units work in close cooperation with vendors for solving every question related to corrective actions. The purpose of these actions is to inspire vendors to work on continuous improvement and implementation of corrective actions.

#### **1.4 Management System Audits**

Conducting vendor management systems audit according to the standards BCH Orgkhim is a requirement for business operations. BCH Orgkhim determines that compliance assurance is implemented through the first, second and third party audits. The first party audits correspond to internal audits; the second party audits are conducted by BCH Orgkhim or other company that accepted by the second party; the third party audits are conducted by the accredited Certification Body.

#### **2 Management System Requirement**

Vendors should have documented procedures describing their management systems. In order to properly implement the requirements of BCH Orgkhim, the vendors must follow the requirements established by the current version of ISO 9001, IATF 16949, ISO 14001, ISO 45001.

BCH Orgkhim reserves the right to make changes or adapt the requirements to the management system in accordance with changes in business needs.

Audits of the second party may be conducted by BCH Orgkhim depending on the case instead of an internal audit of the vendor. BCH Orgkhim also accepts certification granted by a third party under the current version of ISO 9001, IATF 16949, instead of internal audit as an additional advantage for vendors who have successfully passed certification under these standards.

Compliance with ISO 9001 requirements is the minimum acceptable management system level of an enterprise, which should be confirmed by the second party audit.

If the vendor does not have certificates confirming compliance with the requirements of the above standards, the vendor must submit a plan for the construction of a management system to BCH Orgkhim with the dates of the certification audit. The plan implementation term should not exceed 1 year.

The vendors who do not provide evidence of successful completion of the certification audit can not be assigned the status A (excellent vendor).

If the vendor attracts the certification body to demonstrate compliance to the vendors of BCH Orgkhim, the following conditions must be met:

- The certification body must have a valid accreditation issued by the Accrediting body (ISO 9001 – a certification body accredited by IAF MLA as an approved member, or in case of IATF 16949 – a certification body approved by IATF) requirement to vendors for products manufacturing for Tires and Rubbers Unit.

- Representatives of the certification body should have access to the relevant vendor data (including its own data) for proper analysis of the vendor's performance.

- The results of certification/supervisory audits should be provided by the vendor of BCH Orgkhim upon request.
- The vendor is obliged to notify BCH Orgkhim of discrepancies that may lead to the revocation of the certificate.
- The vendor must comply with the standards by which it is certified, as well as the requirements of BCH Orgkhim.
- A vendor for Tires and Rubbers Unit shall have documented processes for product management and production processes relating to product safety in accordance with requirements of cl. 4.4.1.2 IATF 16949, and also notify BCH of the assigned Product Safety Representative, his duties and contact details.

The vendor organization for Tires and Rubbers Unit must transfer to its vendors all applicable legal and regulatory requirements, and special characteristics of the products and processes, and require its vendors to cascade all applicable requirements down the supply chain to the place of manufacture including safety requirements.

### **2.1 Raw Material Sample Testing**

BCH Orgkhim may require homologation samples to determine the vendor's readiness to meet the requirements of BCH Orgkhim.

The following procedure of raw materials homologation is applied in BCH Orgkhim:

Homologation of interchangeable raw materials with one CAS number:

- 1) The verification of compliance with the requirements for this type of raw materials in the laboratory;
- 2) Conducting OPV/ OPP at homologized raw materials;
- 3) The decision on the possibility of using alternative raw materials in production. In the case of a positive conclusion about the possibility of use, alternative raw materials are included in the list of approved raw materials (raw materials input control plan).

At homologation of alternative raw materials:

- 1) Verification of compliance in the laboratory;
- 2) Notification of a consumer with the provision of test results;
- 3) Receiving feedback from the consumer about the need for test samples and their volume;
- 4) Conducting OPV/ OPP;
- 5) Sending samples;
- 6) Obtaining the consumer's conclusion;
- 7) The decision on the possibility of using alternative raw materials in production. In the case of a positive conclusion, alternative raw materials are included in the list of approved raw materials (raw materials input control plan).

Vendors, who must submit the PPAP as part of the process of approval will get a notification from BCH Orgkhim.

### **2.2 Inspection of Finished Products**

Vendors should have systems ensuring that the finished product meets the requirements of BCH Orgkhim procurement documentation, including packaging and labeling requirements.

If the vendor suspects that non-conforming products have been sent, the vendor shall immediately notify the recipient in BCH Orgkhim. BCH Orgkhim defines the need for monitoring and corrective actions.



### **3 Purchases**

#### **3.1 Procurement Specifications**

##### **3.1.1 Chemical Raw Material Specifications**

Final specifications for chemical raw materials are developed with the application of approval procedures, managed by the Research Centre of BCH Orgkhim.

After final approval of the specification and the vendor's confirmation of readiness and ability to meet the requirements of the specification, the vendor is not entitled to change the type of raw materials used. If the vendor intends to make a change, or transfer production to another site owned by the vendor or a third party, the vendor must inform the Procurement Service of BCH Orgkhim, initiate and obtain approval/agreement of the proposed changes. Approval/agreement must be obtained prior to the implementation of the change.

##### **3.1.2 Specifications Development**

Specifications are documentation designed to ensure that the purchased material or equipment meets the needs of our company at an optimal cost. These specifications may be based on previous experience, but they must comply with applicable requirements.

Vendors, who require the approval of equipment/raw materials, shall contact the procurement representative of BCH Orgkhim and/or contact person for technical issues of BCH Orgkhim. The representative of BCH Orgkhim defines specific requirements in terms of providing equipment/materials.

#### **3.2 Quality Certification, Delivery, Product Identification**

##### **3.2.1 General Provisions**

Vendors must identify the Purchase Order items in shipping and/or packaging documentation. Additional identification information requested in the Purchase Order (for example, key list numbers and items) is indicated in the receipt and packing list and can be identified as part of the control test data.

Vendors, working with third parties (warehouse distributor) when shipping materials to BCH Orgkhim, should ensure that the third party indicated the original Purchase Order of BCH Orgkhim in the shipping documentation.

BCH Orgkhim expects to receive all orders in accordance with the specifications and terms, which will prevent delays in its own production. Vendors must comply with the shipment or delivery time specified in the delivery agreement or in the document issued under the delivery agreement. If any notice of change affects the delivery time, the vendor shall immediately notify the Chemical and Packaging Purchasing Unit.

Any proposed change in the order of delivery or previously accepted obligation shall be subject to agreement with the vendor before the modified terms are accepted and included in the Purchase Order or in the documents issued on the basis of the Purchase Order.

##### **3.3 Product Labeling and Quality Certification**

All products must be packaged and labeled under the terms of acceptance of products in BCH Orgkhim, or under the instructions of the procurement specification.

##### **3.3.1 Packing Units Marking**

Each individual packaging unit must be marked to identify the date of manufacture and trade name of the material, as well as information about the hazards of the material, if applicable (e.g. hazardous chemical, regulated products, hazardous substance, etc.).



**Note:** In the case of hazardous material, the identification designation or number must match the vendor's instruction in the Safety Data Sheet

### **3.3.2 Certification Data**

All vendors are required to send test results (certificate of analysis data, in accordance with the procurement specification) along with the shipment of Goods.

### **3.4 Approval of Dangerous Products**

Products deemed to be hazardous in accordance with any applicable regulations or legal requirements and/or having intrinsic hazardous properties are subject to preliminary analysis by the Technical Department, the Safety Department and the Medical Service, and/or to obtain approval for use by the specialist responsible for the hazardous materials analysis process at the site/facility. The danger is indicated on labels and in Safety Data Sheets.

The use of these products may be authorized at BCH Orgkhim facilities with accompanying labels and Safety Data Sheets, but analysis and approval processes must be carried out to ensure that appropriate technological measures, protective equipment and/or precautions are in place before the use of these substances is permitted.

#### **3.4.1 Information Provided for BCH Orgkhim**

In relation to hazardous materials, vendors send Safety Data Sheets, labels, as well as any Instructions for precautionary measures to BCH Orgkhim facilities where it is intended to use the products. The vendor is obliged to obtain approval for the use of Hazardous Materials before their shipment to the site of BCH Orgkhim. If the vendor becomes aware of new information about the safe use of the products, the vendor must make appropriate notifications (for example, by updating the Safety Data Sheet) to all sites of BCH Orgkhim receiving the products.

#### **3.4.2 Special Handling Precautions and Labels**

In addition to providing labels and precautionary instructions for handling to BCH Orgkhim, the vendor must also provide special precautionary instructions and labels in accordance with the requirements of applicable government regulations regarding product packaging and/or containers. The vendor provides packing, marking and shipment of production according to all operating federal, regional, state and local requirements of the legislation, rules, and regulations.

### **3.5 Vendor's Approval**

New sources of supply receive approved status upon receipt of the required evidence of compliance of materials, equipment, and other purchased parts or service with requirements of BCH Orgkhim, and after receiving a positive opinion on the vendor's status under the "Procurement Management" Regulation.

Chemical Procurement Service of BCH Management Company Orgkhim, JSC is the leading unit in opening the vendors approval procedure. In the process, confirmations are received regarding the potential ability of the vendor to meet all the required parameters of the procurement specifications and/or supply agreements.

## **4 Statistical Control and Homogeneity**

Anticipatory impact (anticipating and resolving issues before they turn into problems) and achieving continuous improvement are the objectives of statistical methods and control. Statistical methods are applied to both continuous and periodic (piece) processes.

#### 4.1 Statistical Control

Important variables for process control are defined in the process control plan. Their importance or impact on the process should be measured and controlled statistically. If such variables are identified, correlated with the final product and controlled, there is a decrease in variability and an improvement of homogeneity.

BCH Orgkhim expects that the frequency of inspection of the final product is based on a full statistical analysis. All products must be supplied in accordance with the specifications, taking into account the additional cost of testing, without increasing the cost. However, it is necessary to use statistical techniques to control the process or product. Vendors are primarily directly responsible for the quality of their products and the management of their own processes. Vendors that do not identify and control important process variables and, as a consequence, have low Cp, Cpk, and Pp, Ppk scores may be selected for limited testing. Corrective action requests are issued for any material that deviates from specifications. Tests conducted by BCH Orgkhim do not release the vendor from responsibility for quality management of its products and its processes, as well as for compliance with quality requirements and other requirements of BCH Orgkhim. The selection of appropriate controls is carried out in the process of long-term quality planning.

#### 4.2 Homogeneity

The purchasing specifications of BCH Orgkhim for products are designed so that the use of BCH Orgkhim products of the vendor that meets the specifications of BCH Orgkhim ensures that the requirements of its consumer are met. Once again, it is emphasized that the vendor is responsible for the delivery of products to BCH Orgkhim in accordance with the procurement specifications of BCH Orgkhim.

Vendors selling only part of products from their range to BCH Orgkhim, and accordingly, the sorting their products to meet the requirements of the specifications of BCH Orgkhim, must inform BCH Orgkhim about this fact. While BCH Orgkhim having received such information can perform statistical data related to the supplied products. In such cases, BCH Orgkhim has the right to require the analysis of all process data to determine the controllability of the process from the vendor.

Since BCH Orgkhim improves its own processes and quality assurance system, we expect that our vendors also work towards improving their own processes.

As proof of such improvement, the vendor shall demonstrate  $C_p, C_{pk} \geq 1.33$  and  $P_p, P_{pk} \geq 1.67$  (quality level at least 66 ppm).

### 5 Management System Audits

#### MT5.1 New vendors

An initial audit of a new supplier is mandatory. The audit can be carried out in different forms: face-to-face and distance (self-audit). The result of the vendor's self-audit on the questionnaire provided may be considered as evidence of compliance with the requirements OF BHC "Orgkhim". A common form of audit for new vendors is a combination of self-audit and face-to-face audit.

The audit of the vendor should be carried out at each production site of the vendor, where the supplied raw materials are produced.

#### 5.2 Existing vendors

All concerned BCH Orgkhim vendors are required to conduct a regular internal audit for consistency with the current requirements of BCH Orgkhim, including when a vendor has a valid certificate of conformity to requirements ISO 9001 and/or IATF 16949 or others. A copy of the latest valid certificate must be provided to BHH Orghim.

In case a vendor constitutes a departure from the quality (claim for quality of supplied production) or is in category B and below, BCH Orgkhim has the right to conduct an audit.

Vendor shall provide support in the organization of the audit. This means that the vendor must identify the person responsible for the organization of the audit, completing the self-audit questionnaire its provision in a timely manner, as well as interaction on any working issues. Contact details of the responsible person should be provided BHH "Orghim" upon request.

In case the results of the audit are unsatisfactory or the vendor does not assist in the organization of audit, BHH "Orghim" has the right to pass all relevant costs on the vendor.

Compliance with the requirements of the Manual should be demonstrated in audits of the first, second and third parties. Vendors who do not meet these requirements should start a corrective action process.

## **6 Batch - Definition/Identification/Traceability**

**6.1** BCH Orgkhim defines "Batch" as a certain quantity of products: this can be a series, the volume of daily production, or the volume of a given cycle. Also, a batch is considered material, or a selected amount of material, on which an assessment of compliance with the requirements of BCH Orgkhim is conducted.

The batch size is determined by the vendor in accordance with the above criteria. For a continuous production process, the batch size must be determined by the vendor to ensure full traceability in the vendor's process.

The batch control system shall ensure the unique identification of the vendor's products up to the point of its use in BCH Orgkhim and back to the point of production at the vendor's site.

The traceability system for batches should include:

- records indicating the results of control/tests related to the shipped products (in electronic form/on paper);
- shipping documentation indicating the destination of the batch coming to BCH Orgkhim;
- material uniquely identified in the process for a given time interval. This process should be traced to the laboratory instruments where the necessary tests are carried out in order to ensure the control of the process. All test instruments and equipment must be calibrated and traceable to local, regional or state standards, depending on the case.

## **6.2 Homogeneity of Batch/Shipment**

Vendors shall be guided by the principle FIFO (First In First Out) when delivering to BCH Orgkhim. In order to ensure maximum homogeneity of the material supplied to BCH Orgkhim, the vendor shall minimize the number of batches of the same material and, where possible, direct one production batch. In no event shall the vendor ship to BCH Orgkhim products with a shelf life above the warranty period without the prior written consent of the relevant technical services.

## **7 Vendors evaluation**

### **7.1 Approval Process**

#### **7.1.1 Chemical Raw Materials**

The initial assessment of the vendor is carried out during the approval process. Potential vendors are required to provide products for technical assessment and testing at the production site(sites) of BCH Orgkhim before such material is approved. Quality systems of vendors must meet the requirements of BCH Orgkhim. BCH Orgkhim also has the right to require from the vendor to involve a third-party certified laboratory.

**Note:** A Safety Data Sheet, label, and special handling precautions for hazardous materials must be provided for analysis and technical assessment by the responsible employee of BCH Orgkhim prior to receiving the product for testing. See section 3.5 above.

## **7.2 Performance Monitoring**

### **7.2.1 Chemical Raw Materials**

After the approval of the vendor, the consumer enterprise (consumers) conducts continuous monitoring of product quality. All product claims are documented with a prescription for corrective and preventive measures. The number of claims submitted for each site of the vendor is tracked by the responsible division of BCH Orgkhim. If the vendor's performance is considered unsatisfactory, the vendor may be removed from the list of approved vendors.

All vendors are responsible for all costs associated with any problems resulting in any process/product inconsistencies.

### **7.2.2 Equipment & Machinery**

Each equipment shipping by the vendor is controlled by BCH Orgkhim under the specifications and requirements for delivery. Failure to comply with the requirements may be grounds for a refusal to continue working with the vendor or revision of the working conditions.

## **7.3 Vendor's Status**

Each vendor is subject to assessment at regular intervals. The periodicity of the assessment is established in the internal regulations of BCH Orgkhim, but in any case, is carried out at least 1 time per year.

The assessment result is the assignment of the appropriate category to each vendor in accordance with Table 1.

## **8. Incurrence of liability**

This Manual, including all annexes, shall be deemed to have been accepted by the Vendor upon commencement of operation, provision of services, the shipment of products or other confirmation of the performance of the Agreement, whichever is earlier.

This Manual, in addition to any terms and conditions contained in

- all purchase orders of BCH Orgkhim,
- any requests of BCH Orgkhim on pricing and proposals, and
- agreement with the vendor, signed by BCH Orgkhim


(together with the Manual - the "Agreement") constitutes the entire agreement between BCH Orgkhim and the Vendor and, in particular, supersedes all prior or contemporaneous agreements, understandings, representations and communications, whether oral or written, with respect to its subject matter, including, without limitation, quotations, offers or bids.

BCH Orgkhim hereby objects to any conditions proposed by the Vendor either in the Vendor's Proposal or in accepting or confirming a proposal or the purchase order of BCH Orgkhim, which supplement the terms of this Agreement, differ from them or contradict them.

**Table 1. Provider category and its characteristics**

<b>Category</b>	<b>Characteristics of the Vendor</b>
<b>A is an excellent vendor</b>	Vendor of products/services, performing contractual obligations on product quality and delivery conditions at a consistently high level.
<b>B is a reliable vendor</b>	A vendor of products/services that fulfills contractual obligations on product quality and delivery conditions at a consistently high level, but has minor deviations of a one-time (accidental) nature that do not directly affect the quality of products of Orgkhim BCH.
<b>C is a satisfactory vendor</b>	A vendor of products/services that fulfills contractual obligations on product quality and delivery conditions at a consistently high level, but has system deviations controlled through the application of tightened input control.
<b>D is an unsatisfactory vendor</b>	A vendor of products/services that unable to meet contractual obligations regarding product quality and delivery conditions.

## Appendix A Form of Report on Solution of Poor Quality Problems

8D Report								
<b>Customer:</b>	<b>Product:</b>	<b>Based on (incoming document)</b>						
<b>Production site:</b>								
	<b>Report start date:</b>		<b>Report No.:</b>					
<b>D1 - 8D Team Leader, Problem Manager, team members (name, position)</b>		<b>D2 - Problem Description</b> - please describe the problem in short by answering the questions below - please attach documentation (photos, conclusions) under the tab "additional information"						
<b>8D Team Leader:</b>								
<b>Problem Manager:</b>								
<b>8D Team Members:</b>	<input type="checkbox"/> When happened?							
	<input type="checkbox"/> Where found it?							
	<input type="checkbox"/> Who found it?							
	<input type="checkbox"/> How was found?							
	<input type="checkbox"/> How many times?							
<b>D3 - Customer Protection (immediate containment measures)</b> - please attach to 8D report documents proving completion of containment actions.			<b>D3 fill out date</b>	<b>Responsible</b>	<b>Target date</b>	<b>Complete?</b>	<b>Date to check completion</b>	
						<input type="checkbox"/> Y <input type="checkbox"/> N		
						<input type="checkbox"/> Y <input type="checkbox"/> N		
						<input type="checkbox"/> Y <input type="checkbox"/> N		
! 3D Report (D1-D3) to be filled out within 24 hrs after receipt of information on the problem								
<b>D4-Root Cause Analysis</b> - please check the method used for root cause analysis - please attach to 8D report documents proving effectiveness of root cause analysis - please write below the root cause(s) identified			<input type="checkbox"/> 5 Why <input type="checkbox"/> Ishikawa <input type="checkbox"/> Other	<b>D4 fill out date</b>	<b>Responsible</b>	<b>Target date</b>	<b>Complete?</b>	<b>Date to check completion</b>
							<input type="checkbox"/> Y <input type="checkbox"/> N	
							<input type="checkbox"/> Y <input type="checkbox"/> N	
							<input type="checkbox"/> Y <input type="checkbox"/> N	

D5-Corrective Actions - D5 is linked to D4 (result); please fill out the field(s) below together with D4		D5 fill out date	Responsible	Target date	Complete?	Date to check completion
					<input type="checkbox"/> Y <input type="checkbox"/> N	
					<input type="checkbox"/> Y <input type="checkbox"/> N	
					<input type="checkbox"/> Y <input type="checkbox"/> N	
!5D report (D4-D5) to be filled out not later than 10 calendar days after receipt of information on the problem						
D6 -Validate Corrective Actions - please attach to 8D report documents proving implementation of permanent corrective actions		D6 fill out date	Responsible	Target date	Complete?	Date to check completion
					<input type="checkbox"/> Y <input type="checkbox"/> N	
					<input type="checkbox"/> Y <input type="checkbox"/> N	
					<input type="checkbox"/> Y <input type="checkbox"/> N	
D7 -Prevent Recurrence - please indicate where preventive actions were implemented (as per the legend) - please attach to 8D report documents proving implementation of preventive actions		D7 fill out date	Responsible	Target date	Complete?	Date to check completion
<b>Legend:</b> 1. Design FMEA 2. Process FMEA 3. Control plan 4. SOP 5. Work instructions 6. Other						
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6				<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N
D8 - Customer Approvals						
Report approved by the Customer?					<input type="checkbox"/> Y <input type="checkbox"/> N	
!8D report (D7-D8) to be filled out not later than 30 calendar days after receipt of information on the problem						
Closure date:						