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| --- | --- | --- |
| **Event Report No.:** | **Descriptive title** | **Event date/time:** |
| 20yy-nn-MXL | **Title****Short description**  | dd.mm.yyyy hh:mm |
| Report Status: | Report Version: | Last modified: | Editor: |
| Open | Closed | 1 | dd.mm.yyyy | First NameSurname |
|  |
| Accelerator | Sub-System | Componente | Maschine state: |
| FLASH | XFEL | other | LLRF: L3 | CS4 | A9M | Crate 2 | User Run |
|  |
| Event type | Recurring Fault: | If yes, please name parent of the fault | e.g. report no. |
| Critical Fault: | If yes, please specify in terms of (financial impact, safety, Laws & Regulation |
|  |
| *Please give the absolute numbers:* | Time to System Repair: | 4.5 h | Excessive Down Time?*Down Time**> 4 h* | Yes | No |
| Time to System Recovery: | 1.5 h |  |  |
| Time to Beam recovery: | 2 h |  |  |
| Tuning Time:(Time to recover) | 6.5 h | Excessive Recover Time? | Yes | No |
| Total facility down time: | 14.5 h |  |  |
|  |  |  |  |
| **Team meeting history** |  |  |
| 1st meeting | dd.mm.20yy |  |
| 2nd meeting | dd,mm.20yy |  |

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| **D1: Form the Team (responsibility: Team Leader)** |
| *Leader of 8D-Report informs MQ about new failure.**Who are your team members and who is going to be the team leader? What are the roles and responsibilities?* |
| Role | Name | Acronym | Department |
| 8D Lead | Max Mustermann | MM | XYZ |
| Run Coordinator (RC) | Britta Beispiel | BB | UVW |
| ... |  |  |  |
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| **D2: Fault description, Event chronology** |
| *What is/was the problem? What was the fault history?*  |
| Intro text can go here |
| hh:mm | ... |
| hh:mm | ... |
| hh:mm | … |

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| **D3: Interim Containment Action(s) (ICA)** |
| *What fixes or workarounds were implemented (temporary or otherwise) to allow machine recovery to start.* |
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| --- | --- | --- | --- | --- |
| No. of action | What | When | Who | Status |
| D3-1 | Specific and precise statement here | dd.mm.yyyy | MM | open |
|  |  |  |  |  |
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| **D4: Root Cause Analysis** |
| *Identify all possible root causes that could explain why the fault occurred.* |
| 1. ...
2. ...
3. …
 |

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| **D5: Developing Permanent Corrective Actions (PCA)** |
| *What permanent corrective actions can (should) be developed to solve the problem(s)? What are the deadlines? What is the proof of effectiveness?* |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of actions | What | When | Who | Status |
| D5-1 | Concrete action | dd.mm.yyyy | ? | tbd |
| D5-2 | Detailed description | dd.mm.yyyy | BB | open |
|  |  |  |  |  |

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| **D6: Implementation plan for the Permanent Corrective Actions (PCA)** |
| *Which permanent corrective actions will be implemented and who is responsible for the implementation? What are the deadlines?* |
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| --- | --- | --- | --- | --- |
| No. of measure | What | When | Who | Status |
|  | D5-1 |  |  |  |
|  | D5-2 |  |  |  |
| D6-1 | Furhter action | dd.mm.yyyy | MM | tbd |
|  |  |  |  |  |

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| **D7: Preventive measures (or other future directions)** |
|  *Which additional measures need to be taken to prevent similar problems? What lessons are learned and could be applied to other problems? Please be precise, specify “What has to be done by whom (Surname and department) and til when”.*  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of measure | What | When | Who | Status |
| D7-1 | Be precise | dd.mm.yyyy | BB | open |
|  |  |  |  |  |
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| **D8: Close out**  |
| *Leader of 8D-Report informs MQ about current status of report* |
|  |

# Supporting documents