General instructions for Allegion vendors to complete 8Ds in Prism.

When you sign you will see this screen with only the 8Ds where you are member of the team.

<table>
<thead>
<tr>
<th>BD #</th>
<th>Title</th>
<th>BD Status</th>
<th>Complete Through</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1720</td>
<td>Help date</td>
<td>Open</td>
<td>12-Aug-2014</td>
<td></td>
</tr>
<tr>
<td>1723</td>
<td>Not yet</td>
<td>Open</td>
<td>17-Jul-2014</td>
<td></td>
</tr>
<tr>
<td>1725</td>
<td>Help desk</td>
<td>Open</td>
<td>25-Jun-2014</td>
<td></td>
</tr>
<tr>
<td>1726</td>
<td>Help desk</td>
<td>Open</td>
<td>29-May-2014</td>
<td></td>
</tr>
<tr>
<td>1727</td>
<td>Help desk</td>
<td>Open</td>
<td>12-Aug-2014</td>
<td></td>
</tr>
<tr>
<td>1728</td>
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<tr>
<td>1729</td>
<td>Help desk</td>
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<td>29-May-2014</td>
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<tr>
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<td>23-May-2014</td>
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<tr>
<td>1735</td>
<td>Help desk</td>
<td>Open</td>
<td>19-May-2014</td>
<td></td>
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</tbody>
</table>

**My 8Ds**

Limited to the 10 most recently updated 8Ds where you are on the team. View *All My 8Ds* to see your full list.
For D0-only the email the Vendor will receive has the following statement at the top:

⚠️ This D0-only 8D indicates a defect found in parts supplied to Allegion. All material in the supply line to Allegion must be contained and that containment must be verified. This containment and verification should be documented below. No further correction is required once containment is complete and verified.

Vendors are responsible to contain stock in house, sort and correct as necessary and document that in the attachments section of the D0. After containment is complete and documented you can use the email team function to notify Allegion.
8D
For full 8Ds the following apply;

- Allegion is responsible for D0, D1 and D2 completion within 2 business days of opening the 8D.
- The supplier is responsible for adding details in each step D3 thru D8. To be complete within 60 days of D2 completion.
  - Pictures, PDF files, Word, Excel etc. can all be attached to the system
- As each step is completed the supplier needs to close the step in the 8D.
- See below for how to close a step and advance the 8D

Use the drop down menu to change step status
This section should be filled in by Allegion, showing the defect found, part number and photos or drawings.

**REMINDER:**

Use the Email team button to notify Allegion of changes and data you put in.

Description of the defect
Allegion will input the team members.

If a supplier wants more or different members contact the Allegion person who issued the 8D via email or phone.

Allegion will complete D2, the detailed description, and move to D3 within 2 business days of issuing the 8D.
Containment activity performed by the vendor. Details such as quantity and the method are required.
As much detail on root cause of failure and root cause of escape as possible
Pictures, documents, control plans all help explain the corrective action. Any document type can be added. Click edit and load the file.
Dates for all activities are required.
D7 - Prevent Recurrence Action Detail

Associated Root Cause/Escape Point: REQUIRED - SELECT ONE OR MORE
Which Root Cause or Escape Point is this Action intended to address?

Root Cause: 
bad part

Escape Point: OP 300, still has CNC #255

Action Statement: 
Provide a one-line description of this Action.

Put all (10) homes for Allegion products reviewed. File an order for 3 more parts as was done.

Action Description:
If necessary, describe this Action in detail.

Put 52561, in the 10, Part 6889, lifting the 441030 and the 121055 with same part numbers.
File for order for all 300 plus.
Check plan and PR/NEAs updated.

Rationale:
If necessary, describe why this Action is expected to successfully prevent the D7 Problem and similar problems.

1270 - test by date

Status

D9 - Recognize Team and Individual Contributions

Recognition

Each team member received a ribbon and a write up in the company newsletter.
Date: 17 Oct 2013

Attachments

Description: Good job - gold ribbon.jpg Type: PNG Size: 17 KB Attached by: Date: 13 Aug 2014

Date: 13 Aug 2014
The attachment section shows all documents, pictures etc. uploaded.