

Late-Delivery Worksheet

Identify the Shipment

PO Number:	
Part Number:	
Promise Date:	
Actual Ship Date:	

Primary Cause of Delay

- ☐ Material
- ☐ Capacity
- ☐ Quality
- ☐ Engineering Change
- ☐ Logistics
- ☐ Other

Visibility

☐ Yes ☐ No — Was an 'at-risk' warning given?

If yes, how many days before due date? _____

Impact

- ☐ Line down
- ☐ Overtime required
- ☐ Expedite shipment
- ☐ Missed launch
- ☐ Missed customer delivery

Other impact: _____

Corrective Action

What will prevent this from happening again?
