

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?
