

APQP Checklist – Practical Points

Use the following checklist during APQP reviews.

Phase 1 Checklist (Plan & Define Program)

1. ☐ Customer requirements reviewed
2. ☐ Latest drawing available
3. ☐ Customer specifications reviewed
4. ☐ Customer-specific requirements identified
5. ☐ Regulatory requirements identified
6. ☐ Feasibility study completed
7. ☐ Manufacturing capacity evaluated
8. ☐ Initial risk assessment completed
9. ☐ Cross-Functional Team formed
10. ☐ Project leader nominated
11. ☐ Responsibilities defined
12. ☐ APQP responsibility matrix prepared
13. ☐ APQP timing plan prepared
14. ☐ Customer milestones identified
15. ☐ PPAP target date identified
16. ☐ SOP target date identified
17. ☐ Previous quality problems reviewed
18. ☐ Lessons learned considered
19. ☐ Preliminary process flow prepared
20. ☐ Special characteristics identified

Phase 2 Checklist (Product Design & Development)

21. ☐ Product requirements reviewed
22. ☐ Design responsibility defined
23. ☐ Design records controlled

- 24. ☐ Design review completed
- 25. ☐ DFMEA completed where applicable
- 26. ☐ Design risks reviewed
- 27. ☐ Material requirements confirmed
- 28. ☐ Performance requirements confirmed
- 29. ☐ Prototype requirements identified
- 30. ☐ Prototype testing planned
- 31. ☐ Design verification completed where applicable
- 32. ☐ Design validation completed where applicable
- 33. ☐ Equipment requirements identified
- 34. ☐ Tooling requirements identified
- 35. ☐ Gauge requirements identified

Phase 3 Checklist (Product & Process Design)

- 36. ☐ Process Flow Diagram prepared
- 37. ☐ Process Flow covers manufacturing operations
- 38. ☐ PFMEA prepared
- 39. ☐ PFMEA reviewed by CFT
- 40. ☐ Special characteristics identified
- 41. ☐ Applicable characteristics reflected in controls
- 42. ☐ Tooling plan prepared
- 43. ☐ Fixture requirements identified
- 44. ☐ Gauge requirements identified
- 45. ☐ Inspection methods defined
- 46. ☐ Inspection standards prepared
- 47. ☐ Work instructions prepared
- 48. ☐ Process parameters identified
- 49. ☐ Process controls defined
- 50. ☐ Control Plan prepared as applicable

- 51. ☐ Reaction plans defined
- 52. ☐ Error-proofing opportunities evaluated
- 53. ☐ Operator training planned
- 54. ☐ Supplier development completed where required
- 55. ☐ Development samples produced

Phase 4 Checklist (Product & Process Validation)

- 56. ☐ Production tooling available
- 57. ☐ Production equipment available
- 58. ☐ Production gauges available
- 59. ☐ Trial production completed
- 60. ☐ Measurement system evaluated
- 61. ☐ MSA completed where applicable
- 62. ☐ Process capability evaluated
- 63. ☐ SPC implemented where applicable
- 64. ☐ Product testing completed
- 65. ☐ Process validation completed
- 66. ☐ Required audits completed
- 67. ☐ Packaging validated
- 68. ☐ PPAP documentation prepared
- 69. ☐ PPAP submitted
- 70. ☐ Customer approval obtained

Phase 5 Checklist (Feedback, Assessment & Corrective Action)

- 71. ☐ Launch performance monitored
- 72. ☐ Customer feedback collected
- 73. ☐ Customer complaints reviewed
- 74. ☐ Internal rejection reviewed
- 75. ☐ Scrap and rework analyzed

- 76. ☐ Corrective actions implemented
- 77. ☐ Effectiveness verified
- 78. ☐ Lessons learned captured
- 79. ☐ Risk documents updated where required
- 80. ☐ Production handover completed

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