



APQP Checklist

New Product Introduction / 23 Feb 2023 / Frances Gonzales

Complete

Score	11 / 20 (55%)	Flagged items	9	Actions	2
Site conducted	Unanswered				
Project Name	New Product Introduction				
Company	Autoparts Manufacturers, Inc.				
Location	2249 Ferrell Ave., Barnum, MN 55707				
Project Manager	Frances Gonzales				
Conducted on	23 Feb 2023 10:30 PST				

Flagged items & Actions	9 flagged, 2 actions
Flagged items	9 flagged, 2 actions
APQP Checklist / Planning and Management	
Are risk and opportunity lists maintained?	No
Maintain risk and opportunity risk list	
APQP Checklist / Planning and Management	
Does the cross-functional team maintain an Open Issues Record which identifies item description, actions, status, priority, required and actual completion dates, and responsibilities?	No
Maintain open issues record	
APQP Checklist / Communication and Collaboration	
Are suppliers included in cross-functional team meetings?	No
To do Assignee: SafetyCulture Staff Priority: Low Due: 2 Mar 2023 11:03 PST Created by: SafetyCulture Staff	
Invite suppliers to CFT meetings	
APQP Checklist / Communication and Collaboration	
Does the cross-functional team meet on a regular basis to review project timing, targets/objectives versus status, risks and opportunities, roadblocks, and open design and manufacturing issues?	No
To do Assignee: SafetyCulture Staff Priority: Low Due: 2 Mar 2023 11:03 PST Created by: SafetyCulture Staff	
Conduct weekly reviews with CFT	
APQP Checklist / Communication and Collaboration	
Does the cross-functional team utilize metrics to monitor its performance?	No
Follow through on utilization of metrics	
APQP Checklist / Communication and Collaboration	
Does the management provide visible leadership of the Advanced Product Quality Planning?	No
Communicate weekly reviews to management and make sure they come	
APQP Checklist / Product and Process Design, Development and Validation	
Is the process complete and methodical?	No
The process still needs regular design reviews and reliability reviews	
APQP Checklist / Product and Process Design, Development and Validation	

Does the process continue through launch, including Product Development Launch support?

No

APQP Checklist / Product and Process Design, Development and Validation

Are test plans reviewed and updated to meet all customer expectations as part of the Product Development Process?

No

Other actions

0 actions

APQP Checklist		9 flagged, 2 actions, 11 / 20 (55%)
Planning and Management		2 flagged, 3 / 5 (60%)
Are there personnel defined with the responsibility of APQP planning and management?		Yes
Is adequate training or skill available to the APQP cross-functional team?		Yes
Select all that apply		
Project Management Techniques	Timing/Critical Path Planning	Budgeting
		Other
Specify		
Quality Core Tools		
Are System Level Project Plans utilized?		Yes
Select all that apply		
Team identification for major product systems	Definition of major milestone timing	Identification of system level risk assessment review criteria with review schedules
Identification of analytical studies and testing with timing	Deliverable Identification (Deliverable Matrix)	Responsibilities defined for each deliverable (Responsibility Matrix)
		System Level Design Verification Plans
Are risk and opportunity lists maintained?		No
Maintain risk and opportunity risk list		
Does the cross-functional team maintain an Open Issues Record which identifies item description, actions, status, priority, required and actual completion dates, and responsibilities?		No
Maintain open issues record		
Communication and Collaboration		4 flagged, 2 actions, 3 / 7 (42.86%)
Are Manufacturing Engineering personnel involved in all phases of the design development, management design reviews and risk assessments sign-offs?		Yes
Does the marketing and sales department participate in the pre-planning phases to support cost assumptions associated with quality, warranty, and customer satisfaction?		Yes

Are suppliers included in cross-functional team meetings?

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 2 Mar 2023 11:03 PST | Created by: SafetyCulture Staff

Invite suppliers to CFT meetings

Does the cross-functional team meet on a regular basis to review project timing, targets/objectives versus status, risks and opportunities, roadblocks, and open design and manufacturing issues?

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 2 Mar 2023 11:03 PST | Created by: SafetyCulture Staff

Conduct weekly reviews with CFT

Does the cross-functional team utilize metrics to monitor its performance?

No

Follow through on utilization of metrics

Is the Project Manager accountable for communication between the product and manufacturing team members?

Yes

Does the management provide visible leadership of the Advanced Product Quality Planning?

No

Communicate weekly reviews to management and make sure they come

Product and Process Design, Development and Validation

3 flagged, 5 / 8 (62.5%)

Is there a documented Product Development Process?

Yes

Select all that apply

Risk Assessments to evaluate deliverables and outstanding issues with recovery plans

Senior Management sign-off's at key milestones

Manufacturing Feasibility

Identification and addressing of significant and critical characteristics

Prototype development and testing timelines with prove out evaluation time

Manufacturing Engineering (ME) responsibilities and key deliverables

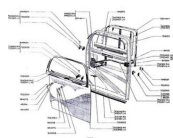


Photo 1

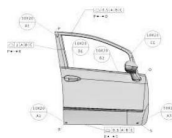


Photo 2



Photo 3



Photo 4

Is the process complete and methodical?

No

The process still needs regular design reviews and reliability reviews

Does the process continue through launch, including Product Development Launch support?

No

Are Design and Process FMEA development and application a documented part of the Product Development process?

Yes

Select all that apply

Sign-off approval from Product Development

Development and use of Generic FMEAs for each commodity or system

Maintained and accessible library of FMEAs



FMEA Template
Manufacturing Process



Photo 5

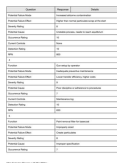


Photo 6



Photo 7



Photo 8

Do all high-risk failure modes identified on the FMEAs have prevention methods designed into the respective processes?

Yes

Are test plans developed for each design level and formalized in a Design Verification Plan?

Yes

Are test plans reviewed and updated to meet all customer expectations as part of the Product Development Process?

No

Are control plans utilized for Prototype, Pre-Launch (Pilot), and Production?

Yes



Photo 9



Photo 10



Photo 11

Completion

Additional Recommendations

We need to conduct regular reviews in order to align with our APQP priorities for the on-time production of quality products at the lowest cost.

Name & Signature of Project Manager

Frances Gonzales
23 Feb 2023 11:15 PST

Cross-functional Team

Cross-functional Team 1

Name & Signature



Martina Arthurson, Design Engineer
23 Feb 2023 11:16 PST

Cross-functional Team 2

Name & Signature



Victor Bersamin, Manufacturing Engineer
23 Feb 2023 11:16 PST

Cross-functional Team 3

Name & Signature



Mielle Carlos, Procurement Coordinator
23 Feb 2023 11:16 PST

Cross-functional Team 4

Name & Signature



Samantha Cooke, Marketing Head
23 Feb 2023 11:16 PST

Media summary

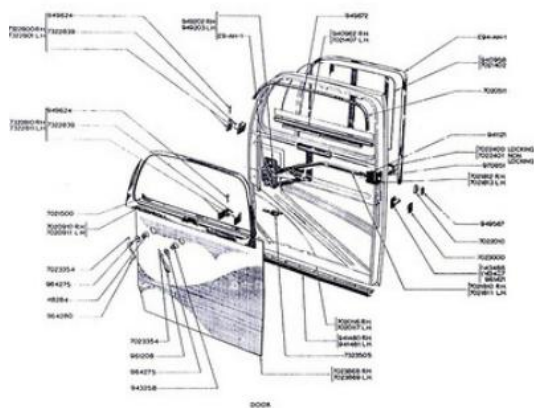


Photo 1

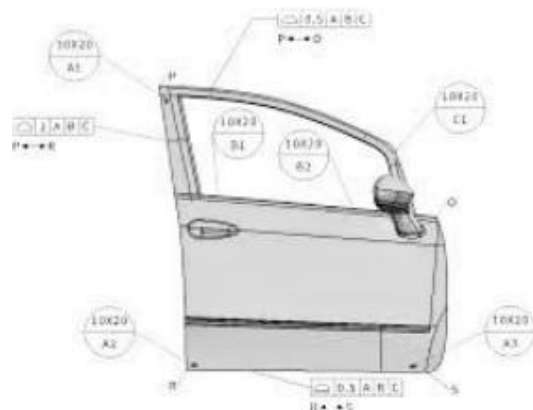


Photo 2



Photo 3



Photo 4



FMEA Template conducted for Manufacturing Process

Site
Sydney
Location
4313 Ashcraft Ave., Birmingham, AL 35222
Prepared by
Arlene Nelson
Conducted on
13/3/19, 12:22 pm
Score
139/150 - 92.67%
Completed on
13/3/19, 1:33 pm

Photo 5

Inspection - 139/150 - 92.67%		
Question	Response	Details
Failure Modes and Effects Analysis		Score (139/150) 92.67%
Specify the function (process step or input)		
1		
Function	Fixture cleanliness for loading	
Potential Failure Mode	Dirty skips	
Potential Failure Effect	High particulates, lower yields	
Severity Rating	10	
Potential Cause	Not cleaned often enough	
Occurrence Rating	10	
Current Controls	None	
Detection Rating	10	
RPN	1000	
2		
Function	Orientation of gun sets	
Potential Failure Mode	Overspray from bottom gun settling on unpainted parts	
Potential Failure Effect	High particulates, lower yields	
Severity Rating	10	
Potential Cause	Bottom gun is oriented first instead of last	
Occurrence Rating	10	
Current Controls	Setup sheet	
Detection Rating	10	
RPN	1000	
3		
Function	Booth dynamics and cleanliness for paint application	

Manufacturing Process / 13 Mar 2019 /
Arlene Nelson
Score (139/150) 92.67%

Photo 6

Question	Response	Details
Potential Failure Mode	Increased airborne contamination	
Potential Failure Effect	Higher than normal particulate scrap at the start	
Severity Rating	8	
Potential Cause	Unstable process, needs to reach equilibrium	
Occurrence Rating	10	
Current Controls	None	
Detection Rating	10	
RPN	800	
4		
Function	Gun setup by operator	
Potential Failure Mode	Inadequate preventive maintenance	
Potential Failure Effect	Lower transfer efficiency, higher costs	
Severity Rating	9	
Potential Cause	Poor discipline or adherence to procedures	
Occurrence Rating	7	
Current Controls	Maintenance log	
Detection Rating	10	
RPN	630	
5		
Function	Paint removal filter for basecoat	
Potential Failure Mode	Improperly sized	
Potential Failure Effect	Create particulates	
Severity Rating	8	
Potential Cause	Improper specification	
Occurrence Rating	7	

Manufacturing Process / 13 Mar 2019 /
Arlene Nelson
Score (139/150) 92.67%

- 3 -

Question	Response	Details
Current Controls	None	
Detection Rating	10	
RPN	560	
Completion		
Full Name and Signature of Facilitator	Arlene Nelson (process improvement)	13/3/19 1:53 pm
FMEA Team		
1		
Full Name and Signature of Team Member	Marco Bernal (quality assurance)	13/3/19 1:55 pm
2		
Full Name and Signature of Team Member	Pearl Deercove (product design)	13/3/19 1:56 pm
3		
Full Name and Signature of Team Member	Leonard Mulberry (manufacturing)	13/3/19 1:58 pm

Manufacturing Process / 13 Mar 2019 /
Arlene Nelson
Score (139/150) 92.67%

- 4 -

Photo 7



Photo 9



Photo 11

Photo 8



Photo 10