FramGroup

APQP Kick-off Checklist

The purpose of this meeting is to develop a common understanding concerning the total requirements of the part/material by assuring that proper communication and buy-in occurs between our companies. Its intent is to ensure advanced product quality planning activities occur at the appropriate time and establish customer requirements for part qualification, part availability, quality, packaging, scheduling, terms & conditions, unit cost information, and tooling information.

This document should be completed and provided to the Customer Supplier Quality prior to the meeting date.

DATE:		PROJECT/PROGRAM:	
		SUPPLIER:	
PROD. BUYER		*SUPPLIER* LOCATION:	
SQE			
REL. ENGR.			
Others:			
		SUPPLIER CONTACTS:	
		- ACCT MGR	
		- QUALITY REP.	
Customer RECVG PLANT(S)		*- SCHEDULING*	
PART NO:		PART DESCRIPTION:	
CHANGE LEVEL			
CHANGE DATE			

SECTION 1. CUSTOMER REQUIREMENTS

1. Does the supplier understand all the applications and intended end uses of the parts/materials for all customers?

   ☐ Yes ☐ No Explain: _____

2. Does the supplier have the latest information about program timing (example: Drawing release, Prototype – series, Pilots, SOP)? Review Program Milestones with supplier.

   ☐ Yes ☐ No Explain: _____

Key Project Milestones	Dates	Key Project Milestones	Dates
SOURCING PLAN MILESTONES – PER CUSTOMER TIMING CHARTS			

3. Does the supplier have and understand ISO TS16949 Manual, AIAG SPC, Measurement Systems Analysis Manual, PPAP and the Advanced Product Quality Planning (APQP) and Control Plan manuals?

   ☐ Yes ☐ No Explain: _____

PACKAGING/SCHEDULING

1. Are returnable containers required?

☐ Yes ☐ No Explain:

2. Are there any packaging issues to be resolved?

☐ Yes ☐ No Explain:

3. Does supplier agree to provide product in clean dunnage/containers?

☐ Yes ☐ No Explain:

4. Does supplier have electronic communications capability and required systems testing complete for scheduling and shipping?

☐ Yes ☐ No Explain:

5. Part Weight Net: _____ Gross: _____

SECTION 2. Product Design / Development

1. Does the supplier have and understand ALL of the latest drawings and specifications?

☐ Yes ☐ No Explain plans to obtain: _____

2. If communication link for math data exchange is needed, have contacts been established?

☐ Yes ☐ No Explain plans to obtain: _____

3. If customer is design responsible, has a Design-FMEA review been done between supplier and the customer?

☐ Yes ☐ No Specify planned date: _____

4. If Supplier is design responsible, has a Design-FMEA been done? Are actions in place to reduce high RPNs? Has a review with the customer engineer been completed?

☐ Yes ☐ No Specify planned dates: _____

Note: Design responsible supplier to complete AIAG A-1 Design FMEA Checklist; specify completion date:

5. If supplier is responsible for system, has a system FMEA been completed and been reviewed?

☐ Yes ☐ No Specify planned dates: _____

6. Has a design review been done by the supplier and reviewed with the customer product engineer?

☐ Yes ☐ No If No, explain: _____

If yes, has design review been approved by engineering and drawings/specifications revised as appropriate?

☐ Yes ☐ No If No, specify plans _____

If No, specify plans to include revisions in drawings/specifications

7. Have Special Characteristics been identified and included in drawings/specifications? Is the supplier aware of the Special Characteristics? Is the supplier's intended process able to meet the capability requirements of the Special Characeristics?

☐ Yes ☐ No Explain: _____

8. Does the supplier understand the critical nature of dimensions that interface with the customer's application of their mating parts?

☐ Yes ☐ No List all known interfaces: _____

~~10.~~9. Are there any Mule/Alpha/Beta/Gamma/Prototype requirements?

☐ Yes ☐ No List them in the space below:

MRD Type & Date (Alpha, Beta, etc.)	Quantity	Supplier Promised Date	Comments – Is anything required?

~~11.~~10. Has a Process Control Plan been developed for use during each phase of the product development life cycle?

☐ Yes ☐ No Explain: _____

~~12.~~11. Are controls for Special Characteristics clearly identified?

☐ Yes ☐ No Explain: _____

If no explain the process to control Critical Features, e.g. Special Characteristics

~~13.~~12. Is supplier's version of math data software compatible with the customer's version?

☐ Yes ☐ No Explain: _____

~~14.~~13. Does supplier understand and accept responsibility for translation errors if an incompatible software package is utilized?

☐ Yes ☐ No Explain: _____

~~15.~~14. What amount of design and or testing is required by supplier?

_____
_____
_____
_____
_____
_____
_____

~~16.~~15. When and how are Design deliverables required?

_____

SECTION 3. PROCESS DESIGN/DEVELOPMENT

1. Does the supplier understand ALL items listed on the APQP Project Plan?

☐ Yes ☐ No Explain: _____

2. Has the supplier filled in the APQP Timing Chart for these parts?

☐ Yes ☐ No Explain: _____

3. The APQP Project Plan requires 4 Supplier Program Reviews. In addition to the 4 reviews, specify your planned reporting frequency: _____

4. Have the following preliminary documents been completed?

Process Flow Chart

☐ Yes ☐ No Specify completion date:

Process FMEA

☐ Yes ☐ No Specify completion date:

Control Plan

☐ Yes ☐ No Specify completion date:

5. Has error proofing been considered during PFMEA creation?

☐ Yes ☐ No If No, explain plans _____

6. When will the Production Control Plan be finished? Planned date: _____

Note: Specify the date each of the following AIAG checklists will be completed:

A-6 Process Flow Chart Checklist: _____

A-7 Process FMEA Checklist: _____

A-8 Control Plan Checklist: _____

7. Are any new equipment, tooling, gages, special fixtures or test equipment needed to produce this part?

☐ Yes ☐ No Comment _____

Review the tooling and gage breakdown as submitted in the RFQ.

8. Are any print, material specifications or process control plan changes needed to meet these requirements?

☐ Yes ☐ No Explain: _____

9. Has the supplier confirmed that their suppliers will do the following:

APQP

☐ Yes ☐ No Explain: _____

PPAP

☐ Yes ☐ No Explain: _____

Run @ Rate ☐ Yes ☐ No
Explain: _____

SECTION 4.0 MANUFACTURING VALIDATION

1. Lead-time for tooling _____
2. After tool completion, lead-time for PPAP submission _____

Production Part Approval Process-PPAP

3. Does the supplier understand the requirements for Full PPAP?

☐ Yes ☐ No Explain: _____

4. Does the supplier have all forms required for PPAP?

☐ Yes ☐ No Explain: _____

5. Have preliminary characteristics (KPCs/PQCs/KCCs) for capability studies for PPAP been defined?:_____

6. Level of PPAP Submission required_____

7. Define the number of samples to be submitted along with PPAP documentation.

   Total # of Samples: _____

   Samples per Cavity: _____

   Total # of Cavities: _____

8. Name the GM person that you will send PPAP documentation and samples to: _____

9. Lead-time for production quantities after PPAP approval _____

10. Is a production trial run required?

☐ Yes ☐ No Explain: _____

11. Will pilot (and pre-pilot, if applicable) parts be produced from 100% production tools?

☐ Yes ☐ No Explain: _____

12. Fill in the following capacity information:
    A. Daily Lean Capacity Rate (LCR) _____
    B. Daily Max Capacity Rate (MCR) _____
    C. Number of tool sets required for LCR _____
    D. Number of machines/lines/cells required for LCR _____
    E. Capacity per tool set _____
    F. Net capacity per day _____
    G. Number of work hours per day _____
    H. Number of shifts per day _____
    I. Number of days per week _____
    J. Maximum sustainable tooling capacity _____
        1) Hours per day _____
        2) Days per week _____

Run @ Rate – Capacity Verification

1. Does the supplier understand the requirements for Run @ Rate?

☐ Yes ☐ No Explain: _____

2. Does the supplier have all of the documentation needed to perform the Run @ Rate process?

☐ Yes ☐ No Explain: _____

3. Run-at-Rate Decision

(Exempt, Customer/GM Monitored, Supplier Monitored) _____

4. Run-at-Rate Scheduled Date _____

5. State length of time the Run @ Rate must be performed: _____

6. Fill in the following material status information for parts from serial/production tooling, if applicable:

Material Status	Required Date	Promised Date	Comments
Parts for Matching (scribed)			
Material from serial/production tooling/serial material with dimension/function OK			
Run @ Rate approved parts			

SECTION 5.0 – SUPPLIER QUALITY PERFORMANCE

1. What are the supplier's internal and external PPM ratings? _____

2. Does supplier have any parts currently in controlled shipping environment?

☐ Yes ☐ No Explain: _____

3. Does supplier have any customer complaints that are not resolved?

☐ Yes ☐ No Explain: _____

4. Review of Sourcing Risk Assessment (H,M,L) _____

5. Is supplier's manufacturing location QMS certified to the required standard, e.g. ISO TS16949, ISO 9001?
_____

☐ Yes Expiration Date:_____ ☐ No If no:
Customer waiver issued?
Planned certification date:
Name of Registrar:

SECTION 6.0 COMMERCIAL INFORMATION

1. Is piece price finalized?

☐ Yes ☐ No

~~2.~~ Was delivered pricing provided?

☐ Yes ☐ No

3. Has the cost for prototype parts been established?

☐ Yes ☐ No

Piece Price $_____

Tooling $_____

4. Is the supply location non-North American?

☐ Yes ☐ No

5. Is tooling cost finalized

☐ Yes ☐ No Explain: _____

6. Does the customer own the tooling?

☐ Yes ☐ No

~~7.~~ Is Tooling maintenance, refurbishment and replacement included in supplier's price?

☐ Yes ☐ No Explain: _____

TIER II SUPPLIERS – Note the following information:

Supplier Name	Supplier Code #	Location

8. Are there any patent issues?

☐ Yes ☐ No Explain: _____

~~9.~~ Are there any exceptions to the customer Standard Terms and Conditions

☐ Yes ☐ No Explain: _____

Date: _____

Customer Attendees:	**Supplier Attendees:**
Advanced Supplier Quality Engineer (ASQE)	Quality Manager
Design Release Engineer (DRE)	Program Manager
PPM/Asst.	Manufacturing Engineer
Production Buyer	Quality Engineer

Others: