

## APQP Internal Assessment Checklist

Customer: Audit Type: APQP Internal Assessment APQP Phase / Support Process: <b>Plan &amp; Define Phase</b> Checklist: Page 1 of 2	Audit Date: Auditor: LD Project / Platform: Department: Area :
Author: Quality-One	Date Created:
Requirement	1    2    3    4    5    Notes

1. Are system and/or component level Project Teams formed?  <b>Deliverables may include: Team roles and responsibilities, organizational charts, etc.</b>			x			
2. Is adequate training or skill available to team members for this phase?  <b>Deliverables may include: skill assessments, training plans.</b> <b>Skills and Training may include: Reliability, Assembly Variation Analysis, Block Diagrams, Quality Function Deployment (QFD), Benchmarking, Design of Experiments (DOE), Failure Mode Analysis (FMA), Pugh Concept, Design for Manufacturing and Assembly (DFMA), Flow Charting, Design Verification Planning and Reporting, Serviceability, Supplier Feasibility Assessment, Error /Mistake Proofing, Design Failure Mode and Effects Analysis (DFMEA), Process Failure Mode Effects Analysis (PFMEA) Finite Element Analysis (FEA), Geometric Dimensioning and Tolerancing (GD&amp;T), Statistical Process Control (SPC), Process Capability Analysis, Process Mapping, Fault Tree Analysis (FTA)etc.</b>		x				Requirements for training not completely defined for the projects in support of IPD
3. Are system and/or component level customer requirements / <u>specifications</u> defined by using Quality Function Deployment (QFD) methodology <u>or other Voice of the Customer methods</u> ? Were inputs to QFD as follows: <ul style="list-style-type: none"> <li>o Market Research</li> <li>o Historical Warranty and Qualification Information</li> <li>o Regulatory Requirements</li> <li>o Team Experience</li> </ul>		x				QFD was tried but got bogged down in the tool use and not created desired outcome
4. Is QFD information utilized as inputs in product level Design FMEA's? <u>How are Voice of the Customer items deployed to Design items?</u>			x			Marketing and Sales objectives are included in requirements although not as early as it could be
5. Are System and / or component level Functional and Reliability Targets established?  <b>Deliverable may include: Targets consist of Design Life Targets (5/50, 7/70, 10/100,etc) and Reliability Demonstration Targets (R90/C90, R95/R90, etc)</b>				x		Reliability targets are set and cascaded to subsystems levels
6. Are system an/or component level suppliers selected?			x			Supplier engagement early in IPD is evidenced in discussion

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7. Are feasibility Assessments made for system and/or components?		x				
8. Are System and/or Component Level Product concepts determined?			x			
9. Are Preliminary Key Design Characteristics defined determined at the product level with the use of Design FMEA's?		x				Understanding of value of key characteristics is limited
10. Are preliminary potential Design Failure Modes identified at the product level? <i>Is there a reaction strategy developed for actions?</i>		x				DFMEA not used across the board
11. Are Product level test plans prepared?  <b>Deliverable may include: Plans defining: types of testing (BSR,NVH, reliability, functionality, etc.), quantity of parts needed, timing, specs, etc.</b>						Test plans are developed but not linked to Risks
12. Are Preliminary Dealer Test, Diagnostic, and Service procedures developed?						NA
13. Are high level potential significant and critical characteristics highlighted and deployed to: <ul style="list-style-type: none"> <li>○ Mistake Proof activities?</li> <li>○ Process FMEA's</li> <li>○ Design FMEA's</li> </ul>						Use of Key characteristics is fundamental, more detail and maturity has a great potential for payback

**Auditor Additional Notes:**