



**APQP Checklist** Please Note: Ensure all tasks from each step are completed before moving on to the next step of the process.

Prepare for APQP	Prepare & Define APQP	Product Design & Development	Process Design & Development	Product & Process Validation	Feedback & Assessment
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organise interdisciplinary APQP Team</li> <li><input type="checkbox"/> Outline APQP Scope &amp; Produce Statement of Work Document</li> <li><input type="checkbox"/> 5 Core Tools (APQP, FMEA, MSA, SPC &amp; PPAP) Training</li> <li><input type="checkbox"/> Engage with Suppliers and Customers</li> <li><input type="checkbox"/> Determine Customer Concern Resolution Process</li> <li><input type="checkbox"/> Produce Quality Plan Document</li> <li><input type="checkbox"/> Undertake Market Research</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gather Customer Requirements</li> <li><input type="checkbox"/> Outline Design Goals</li> <li><input type="checkbox"/> Define System Requirements</li> <li><input type="checkbox"/> Define System Architecture Model</li> <li><input type="checkbox"/> Produce Product Assurance Plan Document</li> <li><input type="checkbox"/> Produce Systems Requirements Document</li> <li><input type="checkbox"/> Determine Product/Process Benchmark Data</li> <li><input type="checkbox"/> Determine Product/Process Assumptions</li> <li><input type="checkbox"/> Outline Marketing Strategy</li> <li><input type="checkbox"/> Draft Preliminary Bill of Material</li> <li><input type="checkbox"/> Draft Preliminary Process Workflow</li> <li><input type="checkbox"/> Draft Preliminary Listing of Special Product/Process Characteristics</li> <li><input type="checkbox"/> Complete Product Reliability Study</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine Facility, Tooling &amp; Equipment Requirements</li> <li><input type="checkbox"/> Establish Design for Manufacturing &amp; Assembly</li> <li><input type="checkbox"/> Define Engineering &amp; Material Specifications</li> <li><input type="checkbox"/> Produce Engineering Drawings</li> <li><input type="checkbox"/> Determine Gages/Testing Equipment Requirements</li> <li><input type="checkbox"/> Produce Final Listing of Special Product/Process Characteristics</li> <li><input type="checkbox"/> Define Prototype Control Plan</li> <li><input type="checkbox"/> Perform Design Failure Mode Effect Analysis</li> <li><input type="checkbox"/> Design Review</li> <li><input type="checkbox"/> Design Verification</li> <li><input type="checkbox"/> Produce Validation Plan</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Produce Final Process Workflow</li> <li><input type="checkbox"/> Define Process Instructions</li> <li><input type="checkbox"/> Produce Characteristics Matrix</li> <li><input type="checkbox"/> Perform Process Capability Study</li> <li><input type="checkbox"/> Perform Process Failure Mode Effect Analysis</li> <li><input type="checkbox"/> Establish Packaging Specifications &amp; Standards</li> <li><input type="checkbox"/> Produce Floor Plan Layout</li> <li><input type="checkbox"/> Pre-Launch Prototype Control Plan</li> <li><input type="checkbox"/> Product/Process Quality System Review</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Production Trial Run</li> <li><input type="checkbox"/> Measurement System Analysis</li> <li><input type="checkbox"/> Production Part Approval</li> <li><input type="checkbox"/> Production Validation Testing</li> <li><input type="checkbox"/> Produce Production Control Plan</li> <li><input type="checkbox"/> Quality Planning Sign Off</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform Variability Reduction</li> <li><input type="checkbox"/> Perform Statistical Process Control</li> <li><input type="checkbox"/> Review System &amp; Apply Required Corrective Action</li> <li><input type="checkbox"/> Delivery &amp; Service</li> <li><input type="checkbox"/> Gather Customer Feedback</li> </ul>