



# New Product Introduction / 11 Apr 2019 / Frances Gonzales

APQP Checklist Conducted on 11th Apr, 2019 By SafetyCulture Staff

Complete

Inspection score	Failed items	Created actions
<b>55.00%</b>	<b>9</b>	<b>2</b>
Site <b>Sydney</b>		
Project Name <b>New Product Introduction</b>		
Company <b>Autoparts Manufacturers, Inc.</b>		
Location <b>2249 Ferrell Ave., Barnum, MN 55707</b>		
Project Manager <b>Frances Gonzales</b>		
Conducted on <b>📅 11th Apr, 2019 ⌚ 12:19 PM +08</b>		

# Failed items

9 Failed

## APQP Checklist / Planning and Management

**Are risk and opportunity lists maintained?** No

Notes  
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

Notes  
Maintain open issues record

## APQP Checklist / Communication and Collaboration

**Are suppliers included in cross-functional team meetings?** No

Actions

To Do **Coordinate with customer relations department to contact all suppliers and make sure to include them in 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

Actions

To Do **Get attendance confirmations from CFT and schedule weekly CFT reviews to meet APQP timeline**

**Does the cross-functional team utilize metrics to monitor its performance?** No

Notes  
Follow through on utilization of metrics

**Does the management provide visible leadership of the Advanced Product Quality Planning?** No

Notes  
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

Notes

The process still needs regular design reviews and reliability reviews

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

No


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

No

## Actions

2 Actions

SafetyCulture Staff created a High priority action

To Do  12th Apr, 2019 8:00 AM +08

### Conduct weekly reviews with CFT

Get attendance confirmations from CFT and schedule weekly CFT reviews to meet APQP timeline

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?

SafetyCulture Staff created a High priority action

To Do  12th Apr, 2019 8:00 AM +08

### Invite suppliers to CFT meetings

Coordinate with customer relations department to contact all suppliers and make sure to include them in CFT meetings

APQP Checklist / Communication and Collaboration

Are suppliers included in cross-functional team meetings?

# APQP Checklist

9 Failed 2 Actions 55.00%

## Planning and Management

2 Failed

<b>Are there personnel defined with the responsibility of APQP planning and management?</b>	<b>Yes</b>
<b>Is adequate training or skill available to the APQP cross-functional team?</b>	<b>Yes</b>
<b>Select all that apply</b> Project Management Techniques    Timing/Critical Path Planning    Budgeting    Other	
Specify Quality Core Tools	
<b>Are System Level Project Plans utilized?</b>	<b>Yes</b>
<b>Select all that apply</b> 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	
<b>Are risk and opportunity lists maintained?</b>	<b>No</b>
Notes Maintain risk and opportunity risk list	
<b>Does the cross-functional team maintain an Open Issues Record which identifies item description, actions, status, priority, required and actual completion dates, and responsibilities?</b>	<b>No</b>
Notes Maintain open issues record	

<p>Are Manufacturing Engineering personnel involved in all phases of the design development, management design reviews and risk assessments sign-offs?</p>	<p>Yes</p>
<p>Does the marketing and sales department participate in the pre-planning phases to support cost assumptions associated with quality, warranty, and customer satisfaction?</p>	<p>Yes</p>
<p>Are suppliers included in cross-functional team meetings?</p>	<p>No</p>
<p>Actions</p> <p><b>To Do</b> Coordinate with customer relations department to contact all suppliers and make sure to include them in CFT meetings</p>	
<p>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?</p>	<p>No</p>
<p>Actions</p> <p><b>To Do</b> Get attendance confirmations from CFT and schedule weekly CFT reviews to meet APQP timeline</p>	
<p>Does the cross-functional team utilize metrics to monitor its performance?</p>	<p>No</p>
<p>Notes</p> <p>Follow through on utilization of metrics</p>	
<p>Is the Project Manager accountable for communication between the product and manufacturing team members?</p>	<p>Yes</p>
<p>Does the management provide visible leadership of the Advanced Product Quality Planning?</p>	<p>No</p>
<p>Notes</p> <p>Communicate weekly reviews to management and make sure they come</p>	

Product and Process Design, Development and Validation

<p>Is there a documented Product Development Process?</p>	<p>Yes</p>
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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

Photos

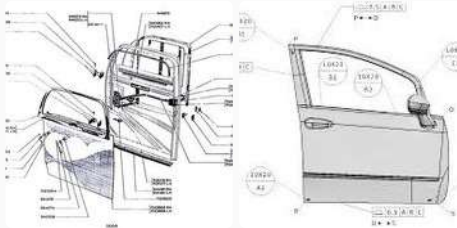


Photo 1

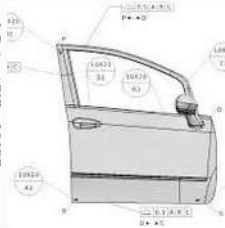


Photo 2



Photo 3



Photo 4

Is the process complete and methodical?

No

Notes

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

Photos



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

Photos



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

A handwritten signature in black ink, appearing to read "Frances Gonzales". The signature is written in a cursive style and is enclosed in a rounded rectangular box.

**Frances Gonzales**

11th Apr, 2019 2:06 PM +08



**Cross-functional Team**

**Cross-functional Team 1**


Name & Signature



**Martina Arthurson, Design Engineer**  
11th Apr, 2019 2:07 PM +08

**Cross-functional Team 2**


Name & Signature



**Victor Bersamin, Manufacturing Engineer**  
11th Apr, 2019 2:08 PM +08

**Cross-functional Team 3**


Name & Signature



**Mielle Carlos, Procurement Coordinator**  
11th Apr, 2019 2:09 PM +08

**Cross-functional Team 4**

Name & Signature



**Samantha Cooke, Marketing Head**  
11th Apr, 2019 2:10 PM +08

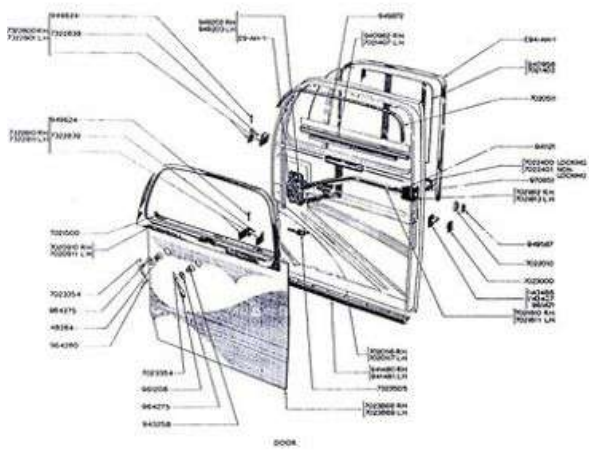


Photo 1

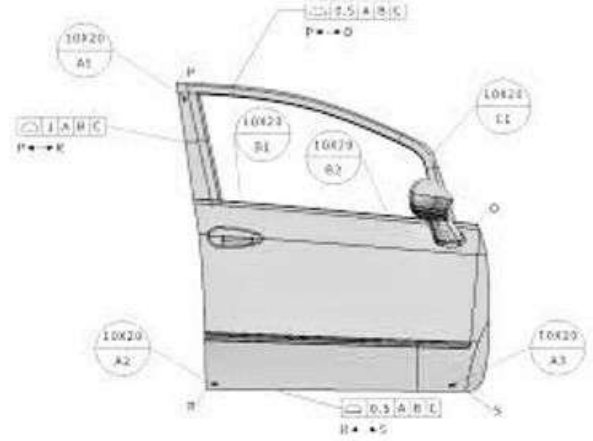


Photo 2



Photo 3



Photo 4

Inspection - 139/150 - 92.67%

Question	Response	Details
<b>Failure Modes and Effects Analysis</b>		Score (139/150) 92.67%
Specify the function (process step or input)		
1		
Function	Fixture cleanliness for loading	
Potential Failure Mode	Dirty sixups	
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%

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Photo 6



## 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

Question	Response	Details
Current Controls	None	
Detection Rating	10	
RPN	560	
<b>Completion</b>		
Full Name and Signature of Facilitator	Arlene Nelson (process improvement)	13/3/19 1:03 pm
FMEA Team		
1		
Full Name and Signature of Team Member	Marco Bernal (quality assurance)	13/3/19 1:05 pm
2:		
Full Name and Signature of Team Member	Pearl Desroche (product design)	13/3/19 1:06 pm
3		
Full Name and Signature of Team Member	Leonard Mulberry (manufacturing)	13/3/19 1:08 pm

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

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Photo 5

Photo 8

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 -



Photo 10

Photo 7



Photo 9



Photo 11