XtraLight Z3 / XL1846180397Z / 29 Apr 2019 / Hannah Erlin

PPAP Checklist Conducted on **29th Apr, 2019** By **SafetyCulture Staff**

Complete

Failed items	Created actions
31	8

Site Sydney
Manufacturer JIT Manufacturing, Inc.
Address 4694 Eagle Lane, Fergus Falls MN 56537
Customer Grandfame Motors Company
Address 2093 Thunder Rd., San Francisco CA 94103
Part Name & Number XtraLight Z3 / XL1846180397Z
Quality Manager Hannah Erlin
Conducted on 29th Apr, 2019 1:14 PM +08

Failed items

31 Failed

PPAP Checklist / 1. Design Records

Is the form of dimension throughout the PPAP identical in all documentation? — No

Notes

Inconsistent drawings, one is for a headlight and the other is for a speaker

Photos

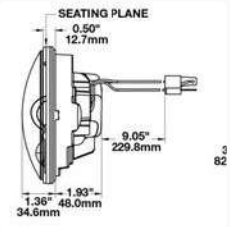

Photo 1

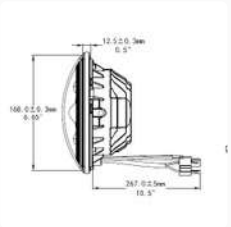

Photo 2

Actions

To Do — **Coordinate with the design engineer to confirm the correct engineering drawing**

Are tolerances compatible with accepted manufacturing standards? — No

Notes

Manufacturing tolerances below industry standard

PPAP Checklist / 4. Design FMEA

Is a statement attached that DFMEA is available to be presented to the customer upon request? — No

Notes

Attach statement

Does FMEA consider all major “lessons learned” (such as high warranty, campaigns, etc.) as input to failure mode identification? — No

Notes

Our lessons learned database is incomplete due to missing reports

Have the causes been described in terms of something that can be fixed or controlled? — No

Does FMEA address all high-risk Failure Modes, as identified by the FMEA team, with executable Action Plans?

No

Actions

To Do	**Keep an eye out for the ones with highest severity and occurrence, coordinate with FMEA team to implement and monitor action plans**
To Do	**Look out for the ones with most severity and occurrence, coordinate with FMEA team to implement and monitor action plans**

Have appropriate countermeasures been planned or taken for high-risk numbers?

No

Notes

Not yet, no time

PPAP Checklist / 5. Process Flow Diagram Assessment

Are inspection/quality assurance steps, data recording, attribute checks and/or functional testing included for each process step?

No

Is the process flow chart controlled, updated and reviewed for completeness?

No

Notes

Need to update

PPAP Checklist / 6. Process FMEA

Is a statement attached that PFMEA is available to be presented to the customer upon request?

No

Are adequate controls in place for all characteristics?

No

Are special controls/actions in place for all Special Characteristics?

No

Notes

None for some special characteristics

Is Process FMEA integrated and consistent with the Process Flow Diagram, Process Control Plan and other PPAP documents?

No

Are the top RPNs addressed with recommended actions and the actions are implemented?

No

Is there evidence that the failure modes with action are carried over to the Process Control Plan?	No

Notes

High-risk failure need to be addressed first

PPAP Checklist / 7. Control Plan

Are Special Characteristics and other major, significant, features of special interest, etc. process variables identified?	No
Is there evidence of feedback from customer problems or rejections?	No

Actions

To Do **Talk to PPAP coordinator and discuss control plan**

PPAP Checklist / 8. Measurement System Analysis

Have results been reviewed and approved by the customer?	No

PPAP Checklist / 9. Dimensional Results

Is there evidence that all specification and other requirements were documented?	No
Do all requirements, including drawing notes have a response (pass/fail statement is unacceptable)?	No
Do results meet all Design Record Requirements?	No
Is all reporting against customer specification?	No

PPAP Checklist / 10. Records of Material / Performance Test Results

Is product testing to be done in-house?	No
Are all testing results less than one (1) year old?	No

Actions

To Do **Make sure to attach materials compliance certificate**

PPAP Checklist / 11. Initial Process Studies

Is there a program to update the studies on a routine basis?	No

Actions

To Do

PPAP Checklist / 12. Qualified Laboratory Documentation

Is a complete, signed and dated lab scope available?	No

Actions

To Do **Signature from the lab representative is missing, we need this to authenticate the results**

Does the lab scope (as defined on the certification or addendum to the certification) list all tests performed by the lab?	No
Are all Special Characteristics from the drawing (and drawing notes) included?	No

PPAP Checklist / 15. Master Sample

Is the master sample approved by the customer and identified as a master sample?	No

Actions

To Do **Remind PPAP evaluator of the need for the master sample to be signed in agreement**

PPAP Checklist / 16. Checking Aids

Are all Checking Aids numbered, calibrated, included in the Control Plan and provided for preventive maintenance plans?	No

PPAP Checklist / 18. Part Submission Warrant

Is a completed bulk material checklist and warrant in place for all bulk material used in production parts? (See page 36 of AIAG PPAP 4th edition Manual)	No

Actions

8 Actions

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Schedule continuous improvement studies

PPAP Checklist / 11. Initial Process Studies

Is there a program to update the studies on a routine basis?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Gain customer approval

Remind PPAP evaluator of the need for the master sample to be signed in agreement

PPAP Checklist / 15. Master Sample

Is the master sample approved by the customer and identified as a master sample?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Capture digital signature

Signature from the lab representative is missing, we need this to authenticate the results

PPAP Checklist / 12. Qualified Laboratory Documentation

Is a complete, signed and dated lab scope available?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Get customer feedback

Talk to PPAP coordinator and discuss control plan

PPAP Checklist / 7. Control Plan

Is there evidence of feedback from customer problems or rejections?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Perform materials testing

Make sure to attach materials compliance certificate

PPAP Checklist / 10. Records of Material / Performance Test Results

Are all testing results less than one (1) year old?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Resolve high-risk failures

Keep an eye out for the ones with highest severity and occurrence, coordinate with FMEA team to implement and monitor action plans

PPAP Checklist / 4. Design FMEA

Does FMEA address all high-risk Failure Modes, as identified by the FMEA team, with executable Action Plans?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Resolve high-risk failures

Look out for the ones with most severity and occurrence, coordinate with FMEA team to implement and monitor action plans

PPAP Checklist / 4. Design FMEA

Does FMEA address all high-risk Failure Modes, as identified by the FMEA team, with executable Action Plans?

SafetyCulture Staff created a High priority action

To Do 30th Apr, 2019 8:00 AM +08

Attach correct drawing

Coordinate with the design engineer to confirm the correct engineering drawing

PPAP Checklist / 1. Design Records

Is the form of dimension throughout the PPAP identical in all documentation?

PPAP Checklist

31 Failed 8 Actions

1. Design Records

2 Failed 1 Actions

Is a copy of the drawing included to support the part or assembly (both manufacturer and customer drawings)?	Yes
Is a list of specification supporting the production of this part provided?	Yes
Is change level verification assured or available that the supplier has the latest revisions of specification?	Yes
Is the form of dimension throughout the PPAP identical in all documentation?	No

Notes

Inconsistent drawings, one is for a headlight and the other is for a speaker

Photos

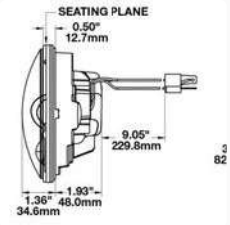

Photo 1

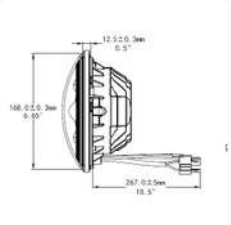

Photo 2

Actions

To Do **Coordinate with the design engineer to confirm the correct engineering drawing**

Is the form of reporting dimensions throughout the PPAP per customer drawing?	Yes
Have dimensions that affect fit, function and durability been identified?	Yes
Are reference dimensions identified to minimize inspection layout time?	Yes
Are sufficient control points and datum surfaces identified to design functional gages?	Yes
Are tolerances compatible with accepted manufacturing standards?	No

Notes

Manufacturing tolerances below industry standard

Are there any requirements specified that can't be evaluated using known inspection techniques?	Yes

2. Authorized Engineering Change Documents

Are authorized engineering changes applicable?	No

3. Customer Engineering Approval

Is customer engineering approval required?	No

4. Design FMEA

5 Failed 2 Actions

Does the FMEA drive Design Improvements as primary objective?	Yes
Is a statement attached that DFMEA is available to be presented to the customer upon request?	No
Notes Attach statement	
Does FMEA consider all major "lessons learned" (such as high warranty, campaigns, etc.) as input to failure mode identification?	No
Notes Our lessons learned database is incomplete due to missing reports	
Has all dimensional tolerances and material properties been considered?	Yes
Have customer reliability and warranty data been utilized in preparing FMEA?	Yes
Have the causes been described in terms of something that can be fixed or controlled?	No
Were attribute characteristics included?	Yes
Does FMEA identify appropriate Special Characteristics candidates, as input to the Special Characteristics selection process?	Yes
Are New Product Introductions and design changes included in identifying Special Characteristics?	Yes

Does Analysis/Development/Validation (A/D/V) and/or Design Verification Plan and Report (DVP&R) consider the failure modes from the Design FMEA?	Yes
Does FMEA address all high-risk Failure Modes, as identified by the FMEA team, with executable Action Plans?	No

Actions

To Do	**Keep an eye out for the ones with highest severity and occurrence, coordinate with FMEA team to implement and monitor action plans**
To Do	**Look out for the ones with most severity and occurrence, coordinate with FMEA team to implement and monitor action plans**

Have appropriate countermeasures been planned or taken for high-risk numbers?	No

Notes

Not yet, no time

Were customer plant problems used as an aid in developing the FMEA?	Yes
Have customer product problems and/or rejections been included with countermeasures?	Yes
Does submission include action list from Design Review?	Yes

5. Process Flow Diagram Assessment

2 Failed

Is the Process Flow Chart in place and identifies all manufacturing operations, handling techniques, inspection steps, alternate/back-up processes, and sub-contract suppliers?	Yes

Photos

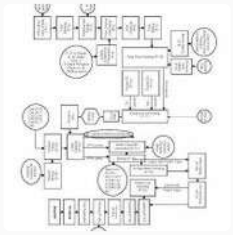

Photo 3

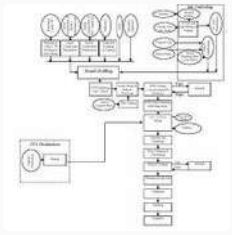

Photo 4

Does the process layout shall reflect planning so that a logical flow of material can occur during manufacturing of the product?	Yes
Does the flow chart illustrate the sequence of production?	Yes

Has the pull system/optimization been considered for this process?	Yes
Are steps in the process where product is stored and/or staged clearly identified?	Yes
Does the flow chart describe how the product will move, i.e. roller conveyor, slide containers, tubs, etc?	Yes
Are the sequences identified (operation or sequence number) so as to follow through to other PPAP documents?	Yes
Are inspection/quality assurance steps, data recording, attribute checks and/or functional testing included for each process step?	No
Does the flow chart indicating the material flow and control for handling rework and scrap?	Yes
Does the material flow consider potential quality problems due to handling and subcontracted operations?	Yes
Does the flow chart include all assembly and packaging operations?	Yes
Does the flow chart illustrate shipment to the customer and steps to consumption?	Yes
Is the process flow chart controlled, updated and reviewed for completeness?	No
Notes Need to update	
Does the flow chart identify in detail all in-house alternate or back-up processes and sub-contract alternate or back-up sources of supply for products or services provided?	Yes
Have alternate or back-up processes or sub-contract suppliers been validated?	Yes

6. Process FMEA 6 Failed

Does FMEA drive Process Improvements as the primary objective, with emphasis on Error/Mistake Proofing solutions?	Yes

Photos

Photo 5

Is a statement attached that PFMEA is available to be presented to the customer upon request?	No
Did the right people participate as part of the FMEA team throughout the analysis, and are adequately trained in the procedure?	Yes
Is the correct part number, engineering change, and other information documented?	Yes
Is there evidence that all print, specification, purchase order, attribute, etc. characteristics are included?	Yes
Are adequate controls in place for all characteristics?	No
Are special controls/actions in place for all Special Characteristics?	No

Notes

None for some special characteristics

Are there measurable quality improvement projects in place for Special Characteristics?	Yes
Is Process FMEA integrated and consistent with the Process Flow Diagram, Process Control Plan and other PPAP documents?	No
Is there evidence of Statistical Process Control for all Special Characteristics or controls as identified and approved in the Control Plan?	Yes
Are quality performance indicators provided as evidence that sufficient methods are in-place to monitor and control all characteristics?	Yes

Are the top RPNs addressed with recommended actions and the actions are implemented?	No
Have capability studies been performed to validate the control of the characteristics?	Yes
Is FMEA completed during the “window of opportunity” where it could most efficiently impact the design of the product or process?	Yes
Is there evidence that the failure modes with action are carried over to the Process Control Plan?	No

Notes

High-risk failure need to be addressed first

7. Control Plan

2 Failed 1 Actions

Are Control Plans and input criteria reviewed with manufacturing personnel?	Yes
Are all sections filled out including evidence of cross-functional team involvement?	Yes
Are detailed and complete Process Control Plans in place to purchase, manufacture, inspect, test, assemble, package, and ship product for each operation performed?	Yes
Does the Control Plan provide detail methods of correcting out of control processes, handling nonconforming products, and corrective action program on all quality problems including attribute variables?	Yes
Are Special Characteristics and other major, significant, features of special interest, etc. process variables identified?	No
Are there Process Control Plans in place for all customer part numbers?	Yes
Are Engineering Test and Performance requirements identified?	Yes
Is there a documented program for establishing sample sizes and test frequencies?	Yes
Are gage methods compatible and are they traceable to national standards?	Yes

Does the Control Plan provide detail on: machine make & model, machine type, machine number/identification, etc.?	Yes
Is all manufacturing equipment identified i.e. press type, paint booth type, etc.?	Yes
Is Receiving Inspection, Process Inspection, and Final Inspection included in Control Plan?	Yes

Photos

Photo 6

Have all known customer concerns been identified to facilitate the selection of Special Required/Design/Process Characteristics?	Yes
Is there evidence of feedback from customer problems or rejections?	No

Actions

To Do **Talk to PPAP coordinator and discuss control plan**

Are appropriate reaction plans included in the Control Plan?	Yes
Are Control Plans completed and readily available for alternate or backup process?	Yes
Are Process Control Plans completed/updated for new product or design changes?	Yes

8. Measurement System Analysis

1 Failed

Are MSAs for all (including attribute, process controls, etc.) gages listed on the control plan provided?	Yes
Do all MSAs refer to the correct part number and/or gage family	Yes
Did the supplier submit an acceptable MSA as above and documented in the AIAG MSA Manual?	Yes
Have correlation concerns been addressed?	Yes
Have results been reviewed and approved by the customer?	No

9. Dimensional Results

4 Failed

Are the dimensions references on a ballooned customer drawing or documented within a characteristics library?	Yes
Is there evidence that all specification and other requirements were documented?	No
Are the correct numbers of parts laid out?	Yes
Do all requirements, including drawing notes have a response (pass/fail statement is unacceptable)?	No
Are all Special Characteristics highlighted?	Yes
Do results meet all Design Record Requirements?	No
Is any nonconformance highlighted in the report?	Yes
Is layout result legible and understandable?	Yes
Are the inspection sheets approved and signed?	Yes
Is all reporting against customer specification?	No

10. Records of Material / Performance Test Results

2 Failed 1 Actions

Are material and performance test results provided for chemical, physicals or metallurgical to the customer specification and compliance confirmed?	Yes

Photos

Photo 7


Photo 8


Photo 9

Does the submission include correct part and engineering change level, specification numbers, date and change level, authorized engineering change documents not yet incorporated into the design, test date, quantity tested, the actual results, the material supplier's name and, when required by the customer, the customer-assigned vendor code, special requirements for approved steel, heat treatment, plating, etc., other relevant information specifically required by the customer?	Yes
Is any nonconformance highlighted in the report?	Yes
Is product testing to be done in-house?	No
Are all testing results less than one (1) year old?	No

Actions

To Do **Make sure to attach materials compliance certificate**

Is all testing summarized with actual criteria and data (pass/fail statement is unacceptable)?	Yes
Is test loading sufficient to provide all conditions, i.e. production validation and end use?	Yes
Have parts manufactured at minimum and maximum specification been tested?	Yes
Can additional samples be tested when a reaction plan requires it?	Yes
Is the specified test sampling size and/or frequency feasible?	Yes

11. Initial Process Studies

1 Failed 1 Actions

Is there preventive maintenance, gage and fixture calibration, tooling verification needed to maintain an acceptable level of capability?	Yes
Were results utilized in determining preventative maintenance schedules?	Yes
Was a study performed on the packaging of products for shipment, assembly operations, and final product conformance?	Yes

Photos


Photo 10

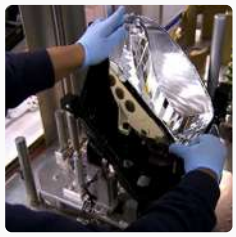
Photo 11


Photo 12


Photo 13

Is the method utilized to perform studies and calculate capability level documented along with evidence that results are within customer requirements?	Yes
Is the measurement method/device noted?	Yes
Were correlation studies required and performed?	Yes
Are results for standard deviation and the distribution noted?	Yes
Is variable data reporting preferred for process capability reporting?	Yes
Is the attribute data indicating zero (0) defects found?	Yes
Does the data indicate that the process is under control?	Yes
Is the sample size according to the agreed upon criteria and documented within the submission?	Yes
Are capability studies performed on new product and/or design changes and when process changes are implemented?	Yes
Is there evidence of capability results feedback to management and production personnel?	Yes
Is a mechanism in place to feedback the product testing results to the capability study?	Yes

Is there a program to update the studies on a routine basis?	No

Actions

To Do

12. Qualified Laboratory Documentation 3 Failed 1 Actions

Is a complete, signed and dated lab scope available?	No

Actions

To Do **Signature from the lab representative is missing, we need this to authenticate the results**

Does the lab scope (as defined on the certification or addendum to the certification) list all tests performed by the lab?	No
Are qualified independent laboratory checks defined?	Yes
Is the quantity tested identified?	Yes
Are all Special Characteristics from the drawing (and drawing notes) included?	No
Has testing specification been identified on all tests?	Yes
Are results reported on the letterhead?	Yes
Are performance test results and material test (chemical, metallurgical, etc.) results included?	Yes
Is any nonconformance highlighted in the report?	Yes
Has customer approval been obtained for the test?	Yes

13. Appearance Approval Report

Are appearance items identified on the engineering drawing?	Yes
Is the standard AAR form filled out completely?	Yes
Is a formal, approved, controlled waiver submitted?	Yes
Is formal approval in place from the proper organization (engineering, marketing, met lab)?	Yes
Was submission according to customer specification?	Yes

14. Sample Production Parts

Are the formal requirements for samples documented?	Yes

Photos


Photo 14


Photo 15


Photo 16


Photo 17


Photo 18

Is there a formal, approved, controlled waiver for samples attached?	Yes
Are the samples shipped before PPAP Submission with documentation of the parts included?	Yes
Were the samples measured from taken from the Production Trail Run or a production run?	Yes

Photos


Photo 19


Photo 20


Photo 21


Photo 22

15. Master Sample

1 Failed 1 Actions

Is there evidence of a master sample as per standard?	Yes

Photos


Photo 23


Photo 24


Photo 25

Is there a formal, approved, controlled waiver in place for master sample or documentation to consume master sample in production?	Yes
Are master samples controlled for life of PPAP records or until a new sample is approved and disposition of old sample?	Yes
Is the master sample approved by the customer and identified as a master sample?	No

Actions

To Do **Remind PPAP evaluator of the need for the master sample to be signed in agreement**

Are master samples available for multiple dies, cavities, molds, impressions, etc.?	Yes

16. Checking Aids

1 Failed

Is submission according to customer specific requirements?	Yes
Were prints copies and duplication gages submitted?	Yes
Are all Checking Aids numbered, calibrated, included in the Control Plan and provided for preventive maintenance plans?	No
Do all Checking Aids have acceptable Measurement Systems Analysis studies?	Yes

17. Customer Specific Requirements

Is a list of “Specific Requirements” along with compliance documentation provided or a waiver that none exist?	Yes
Does reporting take place for those requirements listed and all others identified by PPAP approver representative plus other process partners (met lab, engineering, logistics, etc.)?	Yes

18. Part Submission Warrant

1 Failed

Is the warrant compliant to the AIAG PPAP standard?	Yes
Is proper detail provided for “Reason for Submission”?	Yes
Are all fields completed as per PPAP instructions?	Yes
Is a completed bulk material checklist and warrant in place for all bulk material used in production parts? (See page 36 of AIAG PPAP 4th edition Manual)	No
Submission Level	3
Are all 16 elements provided along with full explanation of any that are not provided in full?	Yes

Completion

Additional Comments

Attach missing documents, align PPAP documentation like FMEAs and special characteristics, gather digital signatures for customer approval, provide more photo evidence of the PPAP

Quality Manager Name & Signature

Hannah Erlin

29th Apr, 2019 3:12 PM +08

Photos

25 Photos

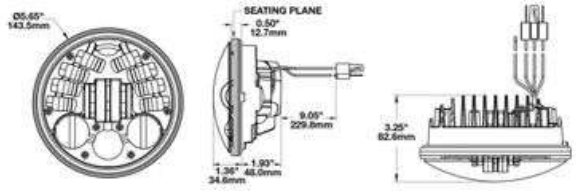

Photo 1

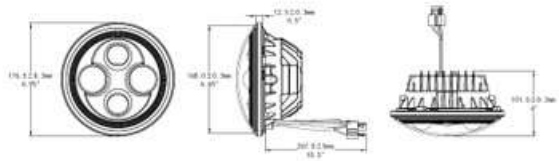

Photo 2

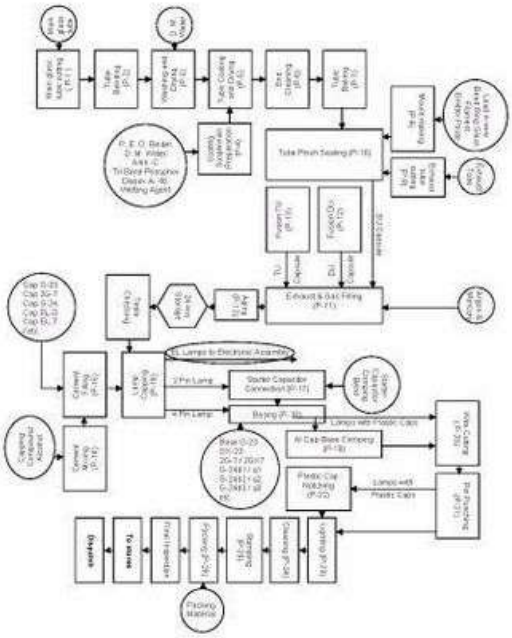

Photo 3

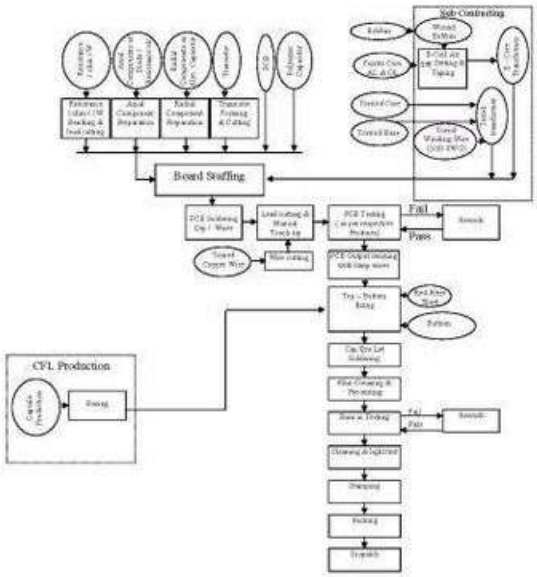

Photo 4

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

23 Apr 2019 / Qualiprint Manufacturing, Inc. / Faye Noreen

Incoming Inspection Checklist Conducted on 23rd Apr, 2019 by SafetyCulture Staff

Complete

Inspection score	Failed items	Created actions
64.29%	2	1

Site
Sydney

Manufacturer
Qualiprint Manufacturing, Inc.

Location
3712 Grey Fox Rd., Peachtree City, GA 30270

Inspected by
Faye Noreen

Conducted on
23rd Apr, 2019 7:01 PM +08

Private & Confidential Page 1/7

Photo 6

Photo 7

Photo 8

Photo 9

Photo 10

Photo 11

Photo 12

Photo 13

Photo 14

Photo 15

Photo 16

Photo 17

Photo 18

Photo 19

Photo 20

Photo 21

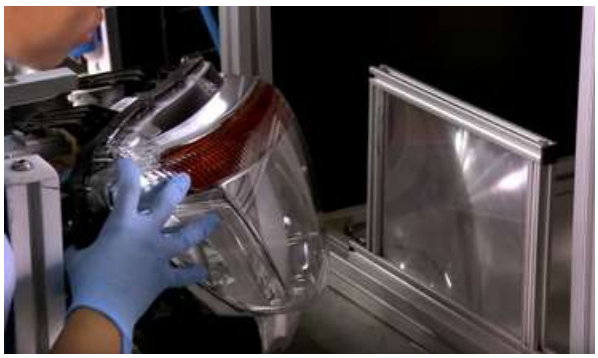

Photo 22

Photo 23

Photo 24

Photo 25