# Advanced Product Quality Planning Checklist

| Planning and Management | | |
|---|---|---|
| Are there personnel defined with the responsibility of APQP planning and management? | Yes | No |
| Is adequate training or skill available to the APQP cross-functional team? | Yes | No |
| Are System Level Project Plans utilized? | Yes | No |
| Are risk and opportunity lists maintained? | Yes | No |
| Does the cross-functional team maintain an Open Issues Record which identifies item description, actions, status, priority, required and actual completion dates, and responsibilities? | Yes | No |

| Communication and Collaboration | | |
|---|---|---|
| Are Manufacturing Engineering personnel involved in all phases of the design development, management design reviews and risk assessments sign-offs? | Yes | No |
| Does the marketing and sales department participate in the pre-planning phases to support cost assumptions associated with quality, warranty, and customer satisfaction? | Yes | No |
| Are suppliers included in cross-functional team meetings? | Yes | No |
| 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? | Yes | No |
| Does the cross-functional team utilize metrics to monitor its performance? | Yes | No |
| Is the Project Manager accountable for communication between the product and manufacturing team members? | Yes | No |
| Does the management provide visible leadership of the Advanced Product Quality Planning? | Yes | No |

| Product and Process Design, Development and Validation | | |
|---|---|---|
| Is there a documented Product Development Process? | Yes | No |
| Is the process complete and methodical? | Yes | No |
| Does the process continue through launch, including Product Development Launch support? | Yes | No |
| Are Design and Process FMEA development and application a documented part of the Product Development process? Do all high-risk failure modes identified on the FMEAs have prevention methods designed into the respective processes? | Yes | No |
| Are test plans developed for each design level and formalized in a Design Verification Plan? | Yes | No |
| Are test plans reviewed and updated to meet all customer expectations as part of the Product Development Process? | Yes | No |
| Are control plans utilized for Prototype, Pre-Launch (Pilot), and Production? | Yes | No |

| Completion |
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| Additional Recommendations |
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**Name & Signature of Project Manager**

| Cross-functional Team |
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**Name & Signature: _____**