

A-2 Design information Checklist

Customer or Internal Part No _____		Revision Level _____				
	Question	Yes	No	Comment / Action Required	Person Responsible	Due Date
A. General						
1	Does the design require:					
a	New materials?					
b	Special tooling?					
c	New technology?					
d	New manufacturing process?					
2	Has assembly build variation analysis been considered?					
3	Has Design of Experiments been considered? (Consider DOE as a resource for testing and validation)					
4	Is there a plan for prototypes in place?					
5	Has a DFMEA been completed?					
a	If yes, was it completed by a cross-functional team?					
6	Has a DMA&S (Design For Manufacturability, Assembly, and Service) been completed?					
7	Have service and maintenance issues been considered?					
8	Has the Design Verification Plan been considered?					
a	If yes, was it completed by a cross-functional team?					
9	Are all specified tests, methods, equipment and acceptance criteria clearly defined and					
10	Have special characteristics been selected?					
11	Is there a plan to verify customer portals and security?					
12	Is Bill Of Material (BOM) complete?					
13	Are special characteristics properly documented?					
B. Engineering Drawings						
14	Are reference dimensions identified to minimize inspection layout time?					
15	Are sufficient control points and datum surfaces identified to design functional gages?					
16	Are tolerances compatible with accepted manufacturing standards?					
17	Can existing and available inspection technology measure all design requirements?					
18	Is the customer designated engineering change management process used to manage engineering changes?					
C. Engineering Performance Specifications						
19	Have special characteristics been identified?					
20	Are test parameters sufficient to address required use conditions, e.g., production validation and end use?					
21	Have parts manufactured at minimum and maximum specifications been tested as required?					
22	Will all product testing be done In-house?					
a	If not, is it done by an approved supplier? (Accredited or per Customer Specific Requirements).					
23	Is the specified in-process performance test sampling size and/or frequency consistent with manufacturing volumes?					
24	Is the method of checks/tooling/and testing equipment equivalent to the final processing location?					
25	Can manufacturing processes, including required pass-through, secondary checks, and daily error-proofing verifications, achieve and sustain specified tolerances on an ongoing basis?					
26	Has customer approval been obtained, e.g., for testing and documentation, as required?					
D. Material Specification						
27	Are special material characteristics identified?					
28	Where the organization is design responsible, are specified materials, heat treat and surface treatments compatible with the durability requirements in the identified environment?					
29	Where required, are the material suppliers on the customer approved list?					
30	Has the organization developed and implemented a process to control incoming material quality?					

31	Have material characteristics requiring inspection been identified? If so, a					
a	Will characteristics be checked in-house?					
b	If checked in-house, is test equipment available?					
c	If checked in-house, is test equipment adequate for the task?					
d	If checked in-house, are competent people available to assure accurate testing?					
32	For pass-through material characteristics, has the control that is required been agreed upon with your customer?					
33	Will outside laboratories be used?					
a	Does the organization have a process in place to ensure laboratory competency such as accreditation? NOTE: Competency needs to be assured, regardless of the organization's relationship with the laboratory.					
34	Have the following material requirements been considered:					
a	Handling, including environmental aspects?					
b	Storage, including environmental aspects?					
c	Have the materials/substance composition been reported in accordance with customer requirements e.g., IMDS?					
d	Have polymeric parts been identified/marked per customer requirements?					
e	Labeling requirements for shipping, containers, and components?					

*** Every "No" item must have approved action plan**

Revision date: _____

Prepared By: _____