

### A-3 APQP New Equipment, Tooling and Test Equipment Checklist

Customer or Internal Part No _____		Revision Level _____				
	Question	Yes	No	Comment / Action Required	Person Responsible	Due Date
<b>1. Does the design require:</b>						
a	New materials?					
b	Quick change?					
c	Volume fluctuations?					
d	Mistake-proofing?					
<b>2. Have lists been prepared identifying: (Include all sub-tiers)</b>						
a	New equipment?					
b	New tooling?					
c	New test equipment (including checking aids and masters for checking aids)?					
d	Is consideration given for andon detection for equipment and work station status?					
<b>3 Have acceptance criteria been agreed upon and documented per customer requirements for: (Include all sub-tiers)</b>						
a	New equipment?					
b	New tooling?					
c	New test equipment (including checking aids)?					
4	Will a preliminary capability study be conducted at the tooling and/or equipment manufacturer?					
5	Has test equipment feasibility and accuracy been established?					
6	Has consideration been given for verification of communications between automated systems (e.g., customer portals, data collection, functions captured, traceability, software capability) during equipment buy-off?					
7	Is a preventive maintenance plan complete for equipment and tooling?					
a	Critical tooling and machine parts need a min/max inventory level - long lead time parts					
8	Is there a contingency plan in place for long lead time items that can not be kept in inventory?					
9	Are setup instructions for new equipment and tooling complete, understandable, and in work instruction format?					
10	Will capable gages be available to run preliminary process capability studies at the equipment supplier's facility?					
a	Are sufficient resources allocated to support data collection?					
b	Is there a plan for all error-proofing devices that have not been validated to be 100% check until validation is complete?					
11	Has an error-proofing list been created for each piece of equipment (will need to complete other processes in APQP)?					
12	Will preliminary process capability studies be run at the processing plant?					
13	Have process characteristics that affect special product characteristics been identified?					
14	Were special product characteristics used in determining acceptance criteria?					
15	Does the manufacturing equipment have sufficient capacity to handle forecasted production and service volumes?					
16	Is testing capacity sufficient to provide adequate testing?					
17	Has the measurement equipment been verified and documented showing qualification for the required scope of measurement and testing?					
18	Has the PFMEA been comprehended and incorporated into tooling and equipment design?					
19	Have changes been reported per customer requirements?					
<b>* Every "No" item must have approved action plan</b>				Revision date: _____		
				Prepared By: _____		