

# PPAP (Production Part Approval Process) Checklist

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## Design Records & Documentation Review

Verification of all design documentation, including drawings, specifications, and BOMs.

### Drawing Revision Level

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### Specification Deviation Summary (if any)

Write something...



### Part Number

Enter a number...

### BOM Status

- Approved
- Pending
- Revision Required

### Date of Latest Drawing Revision

Enter date...

### Summary of Design Record Review Findings

Write something...

### Engineering Change Order (ECO) Status

- None
- Open
- Closed

### Revision Level Status

Write something...

# Engineering Sample Submission & Evaluation

Review of engineering samples against design records and performance requirements.

### Description of Engineering Sample Deviations (if any)

Write something...

### Engineering Sample Photographs

 Upload File

### Number of Engineering Samples Received

Enter a number...

### Description of Sample Testing Procedures

Write something...

### Test Temperature (°C)

Enter a number...

### Test Humidity (%)

Enter a number...

### Overall Sample Performance Evaluation

- Meets Requirements
- Partially Meets Requirements
- Does Not Meet Requirements

### Sample Receipt Date

Enter date...

### Detailed Comments on Sample Performance

Write something...

## Process Capability & Control

Assessment of manufacturing process capability, including process validation and control plans.

### Process Capability Index (Cp)

Enter a number...

### Process Capability Index (Cpk)

Enter a number...

### Short-Term Process Variation (Sigma)

Enter a number...

### Description of Process Control Plan

Write something...

### Control Plan Document

 Upload File

### Process Validation Status

Not Validated

Validated

### Date of Process Validation

Enter date...

### Description of any Process Deviations & Corrective Actions

Write something...

### Critical Process Parameters (CPPs) Monitored

## Material & Component Approval

Verification of material certifications and component qualifications.

### Material Certificates (e.g., RoHS, REACH, Compliance)

 Upload File

### Material Specification Review Summary (including revisions and variances)

Write something...

### Material Lot Traceability System?

- Yes
- No

### Material Lot Size (Minimum)

Enter a number...

### Supplier Material Approval Status?

- Approved
- Pending Approval
- Not Approved

### Notes Regarding Material Substitutions (if any)

Write something...

### Component Datasheets/Specifications

 Upload File

# Measurement System Analysis (MSA)

Assessment of the measurement system's accuracy and repeatability.

## MSA Study Type Performed (Gage R&R, Attribute, Variable)

- Gage R&R
- Attribute
- Variable
- Other (Specify in LONG\_TEXT)

## Number of Trials/Repetitions for MSA Study

Enter a number...

## Brief Description of MSA Study Methodology

Write something...

## Repeatability (r) Value

Enter a number...

## Reproducibility (R) Value

Enter a number...

### Part-to-Part Variation (P) Value

Enter a number...

### Overall MSA Variation (E) Value


Enter a number...

### Acceptance Criteria Met?

Yes

No

### MSA Study Report (PDF/Excel)

 Upload File

### Comments/Corrective Actions (if applicable)

Write something...

## Product Appearance Approval (PAA)

Approval of aesthetic and surface finish requirements.

### Describe the aesthetic and visual standards for the product.

Write something...

**Upload approved appearance samples or reference images.**

 Upload File

**Acceptable variation limits for color (e.g., Delta E values).**

Enter a number...

**Surface finish requirement (e.g., matte, gloss, textured).**

- Matte
- Gloss
- Textured
- Other (specify)

**Select any applicable appearance defects to be monitored.**

- Scratches
- Dents
- Color inconsistencies
- Part line evidence
- Orange peel
- Other (specify)

**Acceptance criteria for visual defects (e.g., minor, major, critical).**

- Minor
- Major
- Critical

**Detailed description of acceptable tolerances for appearance variations.**

Write something...


## Packaging & Labeling

Verification of packaging and labeling specifications and compliance.

**Packaging Specifications Summary**

Write something...

**Packaging Drawings/Schematics**

 Upload File

### **Packaging Material Compliance (e.g., RoHS, REACH)**

- Compliant
- Non-Compliant
- Pending Review

### **Labeling Requirements Met?**

- Part Number
- Lot Number
- Revision Level
- Customer PO Number
- Country of Origin
- Warning Labels (if applicable)

### **Units per Package**

Enter a number...

### **Package Integrity Test Results**

- Pass
- Fail
- Not Applicable

### **Packaging Defects Observed (if any)**

Write something...

## **Initial Production Run & Sample Inspection**

Inspection of samples from the initial production run to verify conformance.

### Sample Size for Initial Production Run

Enter a number...


### Description of Production Environment/Line Used

Write something...

### Critical Characteristics Verified During Initial Run?

- Dimensional
- Functional
- Visual
- Material Properties
- Performance

### Representative Photos of Initial Production Run

 Upload File

### Any Deviations from Approved Process Encountered?

Write something...

### Conformity to Specifications?

Yes

No

### Date of Initial Production Run

Enter date...

### Quantity of Parts Produced During Initial Run

Enter a number...

### Description of Corrective Actions taken (if any)

Write something...

## Final Approval & Sign-off

Formal approval and sign-off by relevant parties confirming PPAP completion.

### PPAP Completion Date

Enter date...

### PPAP Status

- Approved
- Rejected
- Conditionally Approved

### Comments / Deviation Notes (if applicable)

Write something...

### Engineering Sign-off

### Manufacturing Sign-off

### Next Steps/Follow-up Actions (if applicable)

- None
- Further testing required
- Process adjustments recommended
- Material review needed

### Revision Number (of approved document)

Enter a number...

## Document Retention & Traceability

Confirmation of adequate documentation retention and traceability for PPAP records.

### Number of PPAP Records Retained

Enter a number...

### Date of Last PPAP Record Review

Enter date...

### Summary of Record Review Findings (if any)

Write something...

### Upload Record Retention Policy Document

 Upload File

### Record Storage Location (Physical or Digital)

Physical Archive

Digital Server (Specify)

**Description of Digital Storage Security Measures (if applicable)**

Write something...

**Date of Next Scheduled Record Retention Review**

Enter date...

**Contact Person for Record Retrieval**

Write something...