




PPAP (Production Part Approval Process) Checklist

Design Records & Documentation Review

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

Drawing Revision Level

 Upload File

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...