



PPAP

Production Part Approval Checklist

PPAP #	
Submission Revision	
PPAP Approval Date	

1. Part Submission

Part Name _____	Part # _____	ML Project Leader _____
Master Lock Drawing # _____	Revision # _____	BCP # _____
ECO # _____	ECO Release Date _____	PO # _____

2. Supplier Manufacturing Information

Supplier's Name _____	Supplier # _____
Manufacturing Location _____	

3. Reason for Submission (New Product, BRT, PACE, etc.)

<input type="checkbox"/> NEW PRODUCT (Type 1)	<input type="checkbox"/> ECO REQUEST	<input type="checkbox"/> MATERIAL CHANGE REQUEST	<input type="checkbox"/> PACE PROJECT
<input type="checkbox"/> BRT (Type 2)	<input type="checkbox"/> PROCESS CHANGE REQUEST	<input type="checkbox"/> NEW SUBCONTRACTOR REQUEST	<input type="checkbox"/> other _____

4. Checklist and Results

Requirements Checklist			Action Reviewed By		Result/Additional Action(s)			
[Attach Supporting Documents for each <input checked="" type="checkbox"/> Item)]			Date	Name (print)	Pass	Pass w/ change	FAIL	New PPAP#
Engineering Requirements	Project & PPAP Requirement	<input type="checkbox"/> Review Project and Product with Supplier and Project Team						
	Master Lock Document Review	<input type="checkbox"/> Review Initial ECO Package with Supplier						
		<input type="checkbox"/> Review Product ECO Package with Supplier						
		<input type="checkbox"/> Review Finished Good ECO Package with Supplier						
	Critical to Quality Characteristics (CTQ's)	<input type="checkbox"/> Review Product CTQ List with Supplier						
	<input type="checkbox"/> Review Packaging CTQ List with Supplier							
Other:								
MKT Services Requirements	Product Packaging	<input type="checkbox"/> Review ALL Graphics Artwork with Supplier						
		<input type="checkbox"/> Review ALL Workmanship Requirements with Supplier						
		<input type="checkbox"/> Verify UPC and Bar Code Number samples with Supplier						
	All Other Packaging (Ship Case, Ship Carton, Shelf Pack, Instructions, etc.)	<input type="checkbox"/> Review ALL Graphics Artwork with Supplier						
		<input type="checkbox"/> Review ALL Workmanship Requirements with Supplier						
	<input type="checkbox"/> Verify UPC and Bar Code Number samples with Supplier							
Other:	<input type="checkbox"/>							



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Requirements Checklist [Attach Supporting Documents for each <input checked="" type="checkbox"/> Item)]		Action Reviewed By		Result/Additional Action(s)			
		Date	Name (print)	Pass	Pass w/ change	FAIL	New PPAP#
Operational Requirements	Process Flow Diagram by Supplier	<input type="checkbox"/> From Receiving Inspection to Final Inspection					
	Process Control Plan by Supplier	<input type="checkbox"/> IQC (Receiving Inspection)					
		<input type="checkbox"/> IPIQC (In-Process Inspections)					
		<input type="checkbox"/> Quality Auditor Inspection					
		<input type="checkbox"/> FQC (Final Inspection)					
		<input type="checkbox"/> 'How To' Process Steps, Quality Checks and Frequencies					
	Tooling Build & Qualification	<input type="checkbox"/> Review Plan for Tool Build and Tool Qualification Plan					
		<input type="checkbox"/> Review Capabilities Studies with Respect to Engineering Tolerance					
		<input type="checkbox"/> Verify that Tooling Prints are Complete					
		<input type="checkbox"/> Review Tooling Preventive Maintenance Plan					
		<input type="checkbox"/> Review Equipment Qualification with Supplier and Disposition					
	Gage Build and Qualification	<input type="checkbox"/> Review Plan for Gage Build and Gage Qualification Plan					
		<input type="checkbox"/> Verify gage Drawings are complete.					
		<input type="checkbox"/> Gage Serialization, Calibration and Gage R & R					
<input type="checkbox"/> Gage Work Instruction							
Assembly Process Qualification	<input type="checkbox"/> Operator Training Records						
	<input type="checkbox"/> Quality Inspection Training Records						
	<input type="checkbox"/> Process Capacity Analysis						
	<input type="checkbox"/> Process Metrics (Scrap, Yield, Defect Identification, etc.)						
Other:							
Product Requirements	Process Audit by SOE	<input type="checkbox"/> Visual Aid Boards - Review Accept / Reject Criteria					
		<input type="checkbox"/> Parts and Assemblies meet Appearance Criteria					
		<input type="checkbox"/> Process Capability Analysis Completed					
		<input type="checkbox"/> Verify Inspector Training					
		<input type="checkbox"/> Verify Activities Listed on Process Control Plan					
	Initial Product Conformance	<input type="checkbox"/> FAIR - Components (n=5 / tool or cavity)					
		<input type="checkbox"/> FAIR - Special Packaging – Molded Cards, Etc. (n=5)					
		<input type="checkbox"/> FAIR - Assembly (n=5)					
		<input type="checkbox"/> Performance Testing per Engineering Drawing					
		<input type="checkbox"/> Functional Testing per Engineering Drawing					
		<input type="checkbox"/> Environmental Testing per Engineering Drawing					
		<input type="checkbox"/> Material Testing per Engineering Drawing and Material Certificates					
	<input type="checkbox"/> Certificate of Conformance						
	Post Launch – On-Going Product Conformance	<input type="checkbox"/> Review Supplier Product Test Plan					
Other:	<input type="checkbox"/>						



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5. PPAP Approved by:

<i>Team Member</i>	<i>Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>
SUPPLIER <i>(Process Owner)</i>				
ML SITE QUALITY				
ML PROJECT LEADER				
ML PRODUCT MANAGER				
ML OC QUALITY				

CC: PURCHASING
DESIGN FOLDER

6. Comments: