Kimball Electronics

PPAP Review Checklist
(Reference AIAG PPAP Manual and KE's GSQM)

SUPPLIER NAME	
LOCATION	
KEY CONTACT NAME	
PHONE NO / FAX NO	

PART NO.	
PART NAME	

DATE OF SUBMISSION	
LEVEL OF SUBMISSION	
PRINT REV. LEVEL	

AUDITED BY	

ITEMS SUBMITTED	YES	NO	EXPLANATION
PART SUBMISSION WARRANT:			
- Correct part name and part number			
- Correct drawing change level and revision dates			
- Weight of the part in kg. to 3 decimal places			
- Additional EC and/or SMCR number noted (if required)			
- Production process and production rate given			
- Remainder of form filled in correctly			
- KE submission location information is correct (1 Warrant per each KE location)			
- Action plan(s) to address discrepancies included (for Interim Approval)			
DRAWING and CHANGE DOCUMENTS:			
- Released drawing at latest change level and matches warrant			
- Ballooned drawing			
- All characteristics ballooned and numbered (including Notes)			
- Approved SMCR or ECR attached (if applicable)			
DFMEA: (if available)			
- Complies to AIAG FMEA Manual (Current Revision)			
- Blue print date and level match			
- All Special Characteristics (DC/SC/CC) addressed			
- Highest RPNs/severity addressed **(Target RPN<100)**			
- Addresses typical / historical failure modes			
PROCESS FLOW DIAGRAM:			
- Diagram accurately reflects process, including rework and inspection stations			
- Header information accurate			
- All relevant process and product characteristics (DC/SC/CC) are listed and match with Control Plan and Drawing			
'- Obvious Link between Flow, PFMEA, and Control Plan (same step numbers, names, process)			
PFMEA:			

- Complies to AIAG FMEA Manual, with appropriate rankings			
- Blue print date and level match			
- All DC/SC/CCs addressed			
- Highest RPNs/severity addressed (Target RPN<100)			
- Address typical / historical failure modes			
- Connection to the DFMEA failure modes and severity levels			
DIMENSIONAL RESULTS:			
- Report complies to AIAG format or equivalent			
- Correct part number and change level			
- All marked dimensions match with the balloned print and are within the spec. (including dimension of coated area on partially coated components)			
- OK / NOT OK column checked properly			
- The supporting documents dated within six (6) months;			
- Dimensional Data within three (3) months			
MATERIAL TESTS:			
- Report complies to AIAG format or equivalent			
- All test results reported per specification or print			
- All results conform with specs and have they been performed within six (6) months			
- All tests performed at an accredited facility, with proof of accreditation and scope (ISO/TS 16949 for internal labs, and ISO/IEC 17025 for external labs)			
PERFORMANCE TESTS:			
- Report complies to AIAG format or equivalent			
- All test results reported per specification or print			
- All results conform with specs and have been performed within six (6) months			
- All tests performed at an accredited facility, with proof of accreditation and scope (ISO/TS16949 for internal labs, and ISO/IEC 17025 for external labs)			
- NFP (non-functional pads) compliant to customer ODB++/Gerber data (applicable for PCB only)			
CAPABILITY STUDIES:			
- Studies performed per AIAG standards, or equivalent			
- Part number and change level correct			
- All Special Characteristics have Cpk studies per the GSQM requirements			
- The data is normally distributed and meets the GSQM Ppk (long term) / Cpk (short term) requirements			
- Studies performed within six (6) months of submission date			
GAGE R&R STUDIES:			

- Report complies to AIAG format or equivalent			
- Gage name and characteristics properly identified			
- Studies performed per acceptable AIAG method			
- Studies performed on all gages used on SC/DC/CC features, at a minimum (including on-line gages and testers)			
- The studies were done within six (6) months			
- All the results meet AIAG guidelines (GR&R<10% acceptable, 10-30% may be acceptable based on application, >30% need improvement plan)			
CONTROL PLAN:			
- Report complies to AIAG format or equivalent			
- Plan type is clearly identified (Prototype, Safe Launch/Pre-Production, Production)			
- All SC/DC/CCs and other pertinent characteristics are identified			
- Controls type and frequency are adequate			
- Annual revalidation activities are included			
- Off-line or off-site processes are included (i.e. rework, warehouse activity, receiving, shipping)			
- Defect masters, test shills, color masters, and gold standards are identified (where applicable)			
APPEARANCE APPROVAL REPORT:			
- The report meets specified requirements			
- The report has been approved by KE and KE's Customer			
BULK MATERIAL:			
- The PPAP contains a Bulk Materials Checklist, and it meets requirements			
SAMPLE PARTS:			
- Samples are included (if requested)			
CHECKING AIDS:			
- Checking aids are included (if requested)			
CUSTOMER SPECIFIC REQUIREMENTS:			
- Additional customer-required documents are included (i.e. GMW3059 materials requirement)			
PRINT SPECIFIC REQUIREMENTS:			
- Additional print required testing, for quality level of part. (i.e. Seal Testing, Elecrtical, Solderability, Hi-Pot, otehrs)			
- Any above that are YES - has the calibration of the test equipment been confirmed thru Qualified Laboratory Documentation?			
- All results conform with specs and have been performed within six (6) months			
PACKAGING INFORMATION:			

- The submission includes packaging plan and sample label			
- The packaging is acceptable to the KE receiving plant(s)			
ELV / IMDS:			
- ELV/IMDS Form "C' included in the PPAP and complete			
- Approval obtained from IMDS coordinator			
CAPACITY VERIFICATION or PRELIMINARY CAPACITY STUDY:			
- Equalized capacity is greater than CPV for each operation			
- Corrective Action attached if required			
PRODUCT CHARACTERISTIC MATRIX:			
- Form filled out and content correct			
- DCs match Control Plan and Drawing			
SUB-SUPPLIERS:			
- Sub-supplier PSWs are included and fully approved (no interims)			
- Interim approved sub-supplier PPAP's require a corrective action plan to be included with the submision			
- Full PPAP included for sub-suppliers responsible for SC/DC/CC designated features			
- Critical process sub-suppliers are OEM, KE, or KE Customer approved (if required)			
- Sub-suppliers are ISO 9000 certified or ISO/TS 16949 compliant			
- Sub-suppliers meet capacity requirements			
- Sub-suppliers (name and LOCATION) matrix is included, if multiple sub-suppliers			