



PART SUBMISSION CHECKLIST

		Purchase Order (PO) No.	
Part Number:		Part Description:	
Print Revision Level:		Reason for Request:	
Supplier Name:		Application:	
Supplier Number:			
Date Issued:			
SUBMISSION REQUIREMENTS & DETAIL DESCRIPTION			Submission Lev
			1 2 3 4

*** As found in Retention/Submission Requirements Table 4.2- AIAG PPAP Manual, 4th Edition ***

Design Records	R	S	S	*
For proprietary components / details	R	R	R	*
For all other components / details	R	S	S	*
Engineering Change Documents (ECN) - if applicable	R	S	S	*
Customer Engineering Approval - as required	R	R	S	*
Design Failure Modes Effects Analysis (DFMEA)	R	R	S	*
Process Flow Diagram (PFD)	R	R	S	*
Process Failure Modes Effects Analysis (PFMEA)	R	R	S	*
Process Control Plan (PCP or CP)	R	R	S	*
Measurement System Analysis (MSA) - Gage Repeatability & Reproducibility	R	R	S	*
Dimensional Results of Samples - Must include all cavities or as required by SQE	R	S	S	*
Material / Performance Test Results	R	S	S	*
Initial Process Capability Study	R	R	S	*
Qualified Laboratory Documentation (Example: A2LA lab certification)	R	S	S	*
Appearance Approval Report (AAR) - if applicable	S	S	S	*
Sample Products For Layout (The quantity requested for submission is detailed on PO)	R	S	S	*
Cosmetic / Styling Samples	R	S	S	*
Master Sample - One Sample to be Identified as a Master Sample and Retained by Supplier	R	R	R	*
Checking Aids (Fixture, gage, model, template, etc) - Specific to the part being submitted	R	R	R	*
Records of Compliance with Customer-Specific - With Customer Specific Requirements as specified	R	R	S	*
PSW - Part Submission Warrant (AIAG Form CFG-1001, Fourth edition or equivalent)	S	S	S	S
Bulk Materials Requirements Checklist - if applicable	S	S	S	S

UNLESS OTHERWISE SPECIFIED

S = Supplier Must Send Items for Approval by Customer

R = Supplier Retains Items at Their Facility for Review Upon Request by Customer.

*** = Supplier to Send Items Upon Customer Request.**

ADDITIONAL INSTRUCTIONS / COMMENTS:

- 1) PPAP submissions must arrive separately from engineering samples. Boxes should be sent to the attention of the appropriate Quality Engineer & labeled as PPAP submission
- 2) Use PPAP checklist as a guide to your submission for required documentation
- 3) Vendor may use their own internal forms if available ~ example documentation (PFMEA, CP, Dimensional, Performance) included is available as reference

