



PPAP SUBMISSION CHECKLIST

Part Number	<input type="text"/>	Supplier	<input type="text"/>
Description	<input type="text"/>	Submission Date	<input type="text"/>
Revision Level	<input type="text"/>	PPAP Level	<input type="text"/>
SRG Approver	<input type="text"/>	Date	<input type="text"/>

**Not Applicable items need to be approved by SRG Global SQE prior to PPAP due date.
Failure to submit PPAP agreed upon at award will negatively impact scorecard.**

FORM PROVIDED	AIAG	PPAP Requirement	Required	App
1	18	PPAP Warrant Default is Level 3 PPAP submission unless otherwise specified. Engineering level must match print. IMDS number must be included. Must be signed by the supplier. See PSW tab. <i>Comments: Only for Ford not standard components, Phased PPAP is required</i>		
	1	Design Records Must be approved by SRG Global Engineering and include SRG Global part number. Must be the latest revision. Must have tolerances on all dimensions or general tolerancing. All text must be legible. <i>Comments:</i>		
	2	Engineering Change Documentation If applicable, engineering change documentation must be submitted with the new PPAP. This may be in the form of a print that is signed by SRG Global Engineering with engineering change descriptions right on the print. <i>Comments:</i>		
	3	Customer Engineering Approval (if required) If applicable, SRG Global Engineering approval should be evident, typically with a signed print. <i>Comments:</i>		
	4	Design FMEA If applicable, DFMEA must follow current AIAG guidelines. All special or critical characteristics must be identified. <i>Comments:</i>		
	5	Process Flow Diagram Process flow must show all relevant steps to describe the process from receiving of raw materials to shipment of final product. <i>Comments:</i>		
	6	Process FMEA PFMEA steps must match the process flow and must follow current AIAG guidelines, particularly for assignment of RPNs. See the AIAG PFMEA Handbook for scoring guidelines. Where a DFMEA is applicable, PFMEA must incorporate risks identified. All special or critical characteristics must be identified and controlled. <i>Comments:</i>		

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	7	<p>Control Plan Control Plan must be developed using current AIAG guidelines, must match the process flow and must demonstrate the controls for all key process steps to guarantee product conformity. All testing and inspection must be included, especially items identified on the design record. All special or critical characteristics must be identified and controlled. Must identify increased inspection frequency for launch.</p> <p><i>Comments:</i></p>		
	7	<p>Work Instructions/Visual Aides Include relevant work instructions, inspection checksheets or visual aides identified in the control plan.</p> <p><i>Comments:</i></p>		
2	9	<p>Dimensional Results Dimensional reports must be accompanied by a ballooned drawing (if applicable) showing numbered or lettered dimensions. There should be at least 3 samples from each cavity/tool. Spec limits must be included on the report. See Dimensional tab.</p> <p><i>Comments:</i></p>		
3	10	<p>Material Performance Test Results Material performance testing must show that both the finished product and the raw materials meet print requirements. Testing documentation or certificates of analysis should reference any specifications identified on the print. COAs must include spec limits for all testing. See Material tab.</p> <p><i>Comments:</i></p>		
	11	<p>Initial Process Study If applicable, capability studies must be submitted for all special or critical characteristics. Studies must include 30 pieces from each cavity which constitutes a statistically significant sample. Expectation is a minimum 1.67 Ppk or 1.33 Cpk.</p> <p><i>Comments:</i></p>		
	8	<p>Measurement Systems Analysis Studies MSAs must be submitted for all equipment used for dimensional and material performance results, as well as any gages identified in the control plan. Please refer to the AIAG MSA handbook for guidance on appropriate MSAs.</p> <p><i>Comments:</i></p>		
	12	<p>Qualified Laboratory Documentation Any outsourced testing "must be ISO 17025 or equivalent". Please provide documentation. For in-house testing done at your facility or your sub-supplier, please provide a laboratory scope showing capability to perform testing.</p> <p><i>Comments:</i></p>		
	13	<p>Appearance Approval Report (AAR) (if required) If applicable, AAR approval report from the OEM customer must be submitted.</p> <p><i>Comments:</i></p>		
		<p>Bulk Material Requirements Checklists (for bulk material PPAP only) If applicable, refer to the Bulk Material Addendum of the current AIAG PPAP Manual. COAs must include spec limits for all testing.</p> <p><i>Comments:</i></p>		
	14	<p>Sample Product (SRG Global retain) PPAP samples have been submitted to the applicable SRG Global plants. PPAP samples must be labeled as such. If you are unsure where to send PPAP samples, contact your SRG Global SQE. Functional approval will be given by the plant after PPAP submission.</p> <p><i>Comments:</i></p>		

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	15	Master Sample (Supplier retain) A master sample is retained at the supplier with PPAP approval date identified and any other information needed to correlate with the final PPAP. <i>Comments:</i>		
	16	Checking aides, fixtures, test stands, Mylar (if applicable) All checking aides, etc. have been listed in the PPAP documents and control plan. Qualification data and gage R&R must be submitted for all checking aides, etc. Checking aides, etc., must be updated for any engineering changes. Pictures must be included. <i>Comments:</i>		
		IMDS/RSMS Evidence IMDS/RSMS has been submitted to the SRG Global Corporate ID 1168 under the SRG Global part number. IMDS numbers must be included in the appropriate space on the PSW. <i>Comments:</i>		
		Lot Control & Traceability The lot control/traceability process for this product has been prepared and is included in the PPAP. If applicable, obtain customer approval. <i>Comments:</i>		
4		Process Approval/Run@Rate A Run@Rate has been submitted with the PPAP package showing the process is capable of meeting quoted customer demands. See tab "Process Approval Run@Rate" or submit equivalent. If you use our format and you have more than one process, add one tab for each process. <i>Comments:</i>		
5		Packaging Approval Form The SRG Global packaging approval form from the Packaging Approval form has been filled out completely and submitted for approval. See Packaging Approval tab. <i>Comments:</i>		
		Sub-Supplier PPAP Approved by Supplier Signed PSWs have been included for all raw materials and sub-contracted operations. This is an SRG Global requirement and cannot be waived. <i>Comments:</i>		
		Tooling Information and Identification If tooling is owned by SRG Global or the OEM customer, tooling identification has been submitted. <i>Comments:</i>		
6		Free Trade Agreement/USMCA (North America Requirement Only) Please submit approval email per instructions on tab 6: "Free Trade Agreement COO" <i>Comments:</i>		
		Software test report For Software product, it is mandatory to attach the test report approved. <i>Comments:</i>		

Not
licable

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