PPAP 18-Element Checklist

Use this list to track a Production Part Approval Process submission. Mark each element as required (R), retained at the supplier (S) or not applicable (N/A) according to the submission level agreed with your customer, then record the owner, status and date.

No.	Element	R / S / N/A	Owner	Status	Date
1	Design records				
2	Authorised engineering change documents				
3	Customer engineering approval				
4	Design FMEA				
5	Process flow diagram				
6	Process FMEA				
7	Control plan				
8	Measurement system analysis (MSA) studies				
9	Dimensional results				
10	Material and performance test results				
11	Initial process studies (capability)				
12	Qualified laboratory documentation				
13	Appearance approval report				
14	Sample production parts				
15	Master sample				
16	Checking aids				
17	Customer-specific requirements				
18	Part Submission Warrant (PSW)				

Submission levels and element requirements are set by your customer and the PPAP reference manual in use. This checklist is a working aid, not a replacement for the customer requirement.

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