

## **“Gather Information Checklist”**

### **(for Process FMEAs)**

For Process FMEAs, the following information needs to be readily available to the Process FMEA team.

- Bill of Materials
- Bill of Process
- Current and Past Design FMEAs (for the products being analyzed by Process FMEA)
- Past Process FMEAs
- Operator Instructions
- Warranty, recalls and other field history
- Manufacturing data (plant incidents, etc.)
- Quality performance data (process yield, first time capability, parts per million, process capability indices, etc.)
- Engineering requirements (functional, performance, operating environments, etc.)
- Drawings and schematics
- Applicable government or safety regulations
- Process Control Plan procedures
- Preliminary Process Control Plan
- Process Flow Diagram and PFD worksheet
- Results of manufacturing concept selection or trade-off studies
- Actual parts (similar to design intent)
- List of specific manufacturing process changes
- A planned visit to “go and see” the manufacturing operations (or other suitable visual aids are provided)
- Other documents and information highlighting the nature of the manufacturing or assembly concept