

Ready-for-First-Meeting Checklist

This checklist helps ensure that all the necessary steps are completed before the first FMEA team meeting.

- The FMEA scales, worksheet and procedure have been agreed upon and loaded into the FMEA software.
- The FMEA project has been selected based on an identified need or preliminary risk assessment.
- The FMEA team has been identified and notified of the upcoming FMEA.
- The FMEA team is trained in proper FMEA procedure.
- An FMEA facilitator or team leader has been assigned and is trained in how to effectively facilitate FMEAs.
- The proper FMEA procedure is available for use by the FMEA team.
- Management supports the FMEA project and will help to ensure it is done properly with good attendance.
- The scope of the FMEA is well defined and agreed upon.
- For System and Design FMEAs: an FMEA Block Diagram, P-Diagram, FMEA Interface Matrix and Functional Block Diagram have been done, as needed.
- For Process FMEAs: a Process Flow Diagram and Process Flow Diagram Worksheet have been done, as needed.
- The ground rules and assumptions have been identified and agreed upon.
- All of the relevant information has been gathered in preparation for the upcoming FMEA. (See "Gather Information Checklist" above)
- The FMEA software has been prepared for the first team meeting
- FMEA meeting room has been scheduled and FMEA members have been notified.