

**A-2 DESIGN INFORMATION CHECKLIST**

Customer or Internal Part No.

Revision Level

	Question	Yes	No	N/A	Comment / Action Required	Person Responsible	Due Date
<b>A. General</b>							
1	Does the design require:						
	• New materials?						
	• Special tooling?						
	• New technology or process?						
2	Has assembly build variation analysis been considered?						
3	Has Design of Experiments been considered?						
4	Is there a plan for prototypes in place?						
5	Has a DFMEA been completed?						
6	Has a DFMA (Design For Manufacturability and Assembly) been completed?						
7	Have service and maintenance issues been considered?						
8	Has the Design Verification Plan been considered?						
9	If yes, was it completed by a cross functional team?						
10	Are all specified tests, methods, equipment and acceptance criteria clearly defined and understood?						
11	Have Special Characteristics been selected?						
12	Is bill of material complete?						
13	Are Special Characteristics properly documented?						
<b>B. Engineering Drawings</b>							
14	Are reference dimensions identified to minimize inspection layout time?						
15	Are sufficient control points and datum surfaces identified to design functional gages?						

16	Are tolerances compatible with accepted manufacturing standards?						
17	Can existing and available inspection technology measure all design requirements?						
18	Is the customer designated engineering change management process used to manage engineering changes?						
<b>C. Engineering Performance Specifications</b>							
19	Have special characteristics been identified?						
20	Are test parameters sufficient to address required use conditions, i.e., production validation and end use'?						
21	Have parts manufactured at minimum and maximum specifications been tested as required?						
22	Will all product testing be done in-house?						
23	If not, is it done by an approved supplier?						
24	Is the specified in-process performance test sampling size and/or frequency consistent with manufacturing volumes?						
25	Has customer approval been obtained, e.g., for testing and documentation, as required?						
<b>D. Material Specification</b>							
26	Are special material characteristics identified?						
27	Where the organization is design responsible, are specified materials, heat treat and surface treatments compatible with the durability requirements in the identified environment?						
28	Where required, are the material suppliers on the customer approved list?						
29	Has the organization developed and implemented a process to control incoming material quality?						

30	Have material characteristics requiring inspection been identified? If so,						
a	• Will characteristics be checked in-house?						
b	• If checked in-house, is test equipment available?						
c	• If checked in-house, are competent people available to assure accurate testing?						
31	Will outside laboratories be used?						
a	• Does the organization have a process in place to assure laboratory competency such as accreditation? NOTE: Competency needs to be assured, regardless of the organization's relationship with laboratory.						
32	Have the following material requirements been considered:						
a	• Handling, including environmental aspects?						
b	• Storage, including environmental aspects?						
c	• Have the materials/substance composition been reported in accordance with customer requirements e.g., IMDS?						
d	• Have polymeric parts been identified/marked per customer requirements?						



Revision Date \_\_\_\_\_

Prepared by: \_\_\_\_\_