

A-3 NEW EQUIPMENT, TOOLING, AND TEST EQUIPMENT CHECKLIST

Customer or Internal Part No. _____

Revision Level _____

	Question	Yes	No	N/A	Comment / Action Required	Person Responsible	Due Date
1	Does the design require:						
a	• New materials?						
b	• Quick Change?						
c	• Volume fluctuations?						
d	• Mistake Proofing?						
2	Have lists been prepared identifying: (Include all suppliers)						
a	• New equipment?						
b	• New tooling?						
c	• New test equipment (including checking aids)?						
3	Have acceptance criteria been agreed upon for:(Include all suppliers)						
a	• New equipment?						
b	• New tooling?						
c	• New test equipment (including checking aids)?						
4	Will a preliminary capability study be conducted at the tooling and/or equipment manufacturer?						
5	Has test equipment feasibility and accuracy been established?						
6	Is a preventive maintenance plan complete for equipment and tooling?						
7	Are setup instructions for new equipment and tooling clear and understandable?						
8	Will capable gages be available to run preliminary process capability studies at the equipment suppliers facility?						
9	Will preliminary process capability studies be run at the processing plant?						

10	Have process characteristics that affect special product characteristics been identified?						
11	Were special product characteristics used in determining acceptance criteria?						
12	Does the manufacturing equipment have sufficient capacity to handle forecasted production and service volumes?						
13	Is testing capacity sufficient to provide adequate testing?						
14	Has the measurement equipment been verified and documented showing qualification for the required scope of measurement and testing?						



Revision Date _____

Prepared by: _____