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| **FMEA Preparedness Checklist** |
| **1** | **Preparation for conducting an FMEA** |
|   | 1.1 | Define the Process or Design to be studied. |
|   |   |  | Use a PFMEA (or DFMEA) Scope Worksheet to define the bounds of the study and helps prevent scope creep. |
|   |   |  | QualityTrainingPortal.com offers downloadable PFMEA and DFMEA Scope Worksheets at no charge. |
|   | 1.2 | Select FMEA team members. |
|   |   |  | A team size of 3 to 6 people who work in or are internal customers (or suppliers) of the process or product) usually works well. |
|   |   |  | SMEs (Subject Matter Experts) don't need to be team members; call upon them as resources for specific aspects of the study. |
|   | 1.3 | Confirm team members have had adequate background and training. |
|   |   |  | Does each team member have insight into the process or design under study? |
|   |   |  | Has each team member received prior training in FMEA practices and techniques? |
|   | 1.4 | Identify likely SMEs (Subject Matter Experts). |
|   |   |  | What aspects of the process or product may the team need to call upon SMEs? |
|   |   |  | Have SMEs been notified that their assistance may be needed? |
|   | 1.5 | Determine if a universal custom Ranking Scale is available. |
|   |   |  | Organizations should use the same set of custom Ranking Scales for all FMEAs. |
|   |   |  | Custom Ranking Scales (with organization examples) make it easier to rate items and make it possible to compare potential risk across multiple FMEAs.  |
| **2** | **Information that should be collected before conducting an FMEA** |
|   | 2.1 | Processing Data |
|   |   |  | Process Flowcharts (of the process under study) |
|   |   |  | Travelers or Routing Directions (for the process under study) |
|   |   |  | Work Instructions, Operating Instructions or SOPs |
|   |   |  | Assembly Drawings with BoMs (Bill of Materials) or Part Numbers |
|   |   |  | Workflow Diagrams with Process Layouts (for the process under study) |
|   | 2.2 | Specification and Testing Data |
|   |   |  | Internal (In-Process) Specifications |
|   |   |  | Test Methods (used in the process or for the design) |
|   |   |  | The results of GR&Rs (Gage Reproducibility & Reliability Studies for measurement equipment used in the process or for the product) |
|   |   |  | Customer Requirements (for the process output or the design) |
|   | 2.3 | Supporting Data |
|   |   |  | Typical Production (Build) Schedule (e.g. lot or batch size) |
|   |   |  | Yield rates, rework and scrap data (for the process under study) |
|   |   |  | Failure Data and Warranty Information (for the process output or design) |
|   |   |  | Maintenance Records & Manuals (for relevant process equipment) |
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