



## FMEA Preparedness Checklist

<b>1</b>	<b>Preparation for conducting an FMEA</b>	
	1.1	Define the Process or Design to be studied.
		<input type="checkbox"/> Use a PFMEA (or DFMEA) Scope Worksheet to define the bounds of the study and helps prevent scope creep.
		<input type="checkbox"/> QualityTrainingPortal.com offers downloadable PFMEA and DFMEA Scope Worksheets at no charge.
	1.2	Select FMEA team members.
		<input type="checkbox"/> 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.
		<input type="checkbox"/> 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.
		<input type="checkbox"/> Does each team member have insight into the process or design under study?
		<input type="checkbox"/> Has each team member received prior training in FMEA practices and techniques?
	1.4	Identify likely SMEs (Subject Matter Experts).
		<input type="checkbox"/> What aspects of the process or product may the team need to call upon SMEs?
		<input type="checkbox"/> Have SMEs been notified that their assistance may be needed?
	1.5	Determine if a universal custom Ranking Scale is available.
		<input type="checkbox"/> Organizations should use the same set of custom Ranking Scales for all FMEAs.
		<input type="checkbox"/> Custom Ranking Scales (with organization examples) make it easier to rate items and make it possible to compare potential risk across multiple FMEAs.
<b>2</b>	<b>Information that should be collected before conducting an FMEA</b>	
	2.1	Processing Data
		<input type="checkbox"/> Process Flowcharts (of the process under study)
		<input type="checkbox"/> Travelers or Routing Directions (for the process under study)
		<input type="checkbox"/> Work Instructions, Operating Instructions or SOPs
		<input type="checkbox"/> Assembly Drawings with BoMs (Bill of Materials) or Part Numbers
		<input type="checkbox"/> Workflow Diagrams with Process Layouts (for the process under study)
	2.2	Specification and Testing Data
		<input type="checkbox"/> Internal (In-Process) Specifications
		<input type="checkbox"/> Test Methods (used in the process or for the design)
		<input type="checkbox"/> The results of GR&Rs (Gage Reproducibility & Reliability Studies for measurement equipment used in the process or for the product)
		<input type="checkbox"/> Customer Requirements (for the process output or the design)
	2.3	Supporting Data
		<input type="checkbox"/> Typical Production (Build) Schedule (e.g. lot or batch size)
		<input type="checkbox"/> Yield rates, rework and scrap data (for the process under study)
		<input type="checkbox"/> Failure Data and Warranty Information (for the process output or design)
		<input type="checkbox"/> Maintenance Records & Manuals (for relevant process equipment)