# FMEA Preparedness Checklist (AIAG-VDA 2018 Version)

## 1 Preparation for conducting an FMEA

1.1 Define the Design, Process or System to be studied.

- Use a DFMEA, PFMEA or MSR Scope Worksheet to define the bounds of the study and help prevent scope creep.

1.2 Select FMEA team members.

- A Core 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; they can be Extended Team members that are called upon them as resources for specific aspects of the study.

1.3 Confirm Core 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 Extended Team members (SMEs).

- What aspects of the product, process or system 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.

- 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)