[Organization logo]

[Organization name]

Commented [16A1]: All fields in this document marked by square brackets [ ] must be filled in.

PRODUCTION PART APPROVAL PROCESS PROCEDURE

Code:	
Version:	
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [16A2]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Distribution list

Commented [16A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change history

Date	Version	Created by	Description of change
	0.1	16949Academy	Basic document outline

Table of contents

Commented [169494]: Update this Table of Contents once you've written the whole document.

1. Purpose, scope and users

The purpose of this procedure is to define the approval process of part production. The approval process is a series of activities that provide deliverables as evidence for correct design and development of products and processes. The evidence is submitted to the customer, who approves the start of production. This procedure applies to production validation activities.

This procedure is applied by all employees involved in product and process validation.

2. Reference documents

- IATF 16949:2016, clauses 8.3.4.4; 8.3.6; 8.6.3

3. Production Part Approval Process (PPAP)

3.1. Initiate process

PPAP process is initiated by [job title], if:

- a new product or process is developed
- [illegible]
- [illegible]

[Job title] will communicate the change request for product and / or process to the project team, and will perform activities documented in the Procedure for Design and Development. [Job title] will [illegible]

3.2. Create and update deliverables

- [Job title] is in charge of managing the implementation of change, and will supervise the [illegible]
- Customer engineering approval – all documents and records related to the approval of the customer's engineering department (if applicable) shall be closed.
- [illegible]
- Process Flow Chart, P FMEA (Production Process FMEA) and Control Plan – documents have [illegible]
- [Job title] organizes the qualification of measuring equipment by geometrical validation and [illegible]

Commented [16A5]: Adapt here to your organization – typically, this is the Quality Engineer or Quality Manager.

Commented [16A6]: Replace according your organization – can be, for example, Project Manager, Engineering Manager, Quality Manager.

Commented [AT7]: Examples of changes other than the main categories listed above:
[illegible]

Commented [AT8]: According to the organization, can be Quality Manager or Project Manager.

Commented [16A9]: In common practice, responsibility belongs to the Engineering Manager; update according to your organization.

Commented [16A10]: Typically, this would be the Quality Engineer.

- If the system passes, capability is assessed by [job title], using a sample of at least 30 parts.
- Appearance approval report – if parts have requests regarding appearance, they have to be [illegible] the realization of maintenance activities. Then, [job title] defines and documents in the work instructions the necessary resources (for example, light parameters) needed for control, [illegible]
- Laboratory documentation – internal and external laboratory documentation, including [illegible]

A significant production run must be conducted at the manufacturing site, and random samples [illegible] included as a draft in Appendix 1 – PPAP record. [Job title] will check the prior submission of the [illegible] customer's decision.

If the customer requests work and / or rework instructions as part of the PPAP package, [job title] [illegible]

Measurement and tests (performance) will be recorded in the Control Report sheet, part of the PPAP record, by [job title].

3.3. Submit production part approval process package to customer for approval

[illegible]

- Approve / reject and correct changes to all suppliers
- [illegible]

The approved sample becomes the master sample, and it will be retained for as long as the change is valid (until a new sample is produced).

3.4. Transfer to production

If customer approval is received, the change is implemented in serial production. This [illegible]

4. Managing records kept on the basis of this document

Record name	Code	Storage	Responsibility

Commented [16A11]: Adapt to your organization, e.g. Quality Engineer.

Commented [16A12]: Adapt this according to your organization's internal rules / customer-specific requirements, procedure(s), etc. if such exist.

Commented [16A13]: Example of such parts: seat (seat covers), dashboard, instrument cluster, interior trim.

Commented [AT14]: Remove if it is not applicable for your process.

Commented [AT15]: For example, end of line inspectors, control inspectors; adapt here to your organization.

Commented [16A16]: Add more documents / systems if used by your organization.

Commented [16A17]: Adapt to your organization, e.g. Quality Engineer.

Commented [AT18]: Example:
- Deviation request to start deliveries
- Fix the manufacturing process, then use an exceptional shipment

Commented [16A19]: Adapt to your organization, e.g. Quality Engineer.

Commented [16A20]: A common practice is to request a deviation from the customer until all the process issues have been solved.

		Retention time	Location	Protection	
PPAP Record	PR.09.1	End of Life + n years	[office]	Locked room	[job title]
Work Instruction Template	PR.09.2	End of Life + n years for end of life Until a new sample is produced	[office]	Locked room	[job title]
Rework Instruction Template	PR.09.3	End of Life + n years for end of life	[office]	Locked room	[job title]
List of Appearance Items	PR.09.4	End of Life + n years for end of life	[office]	Locked room	[job title]

Commented [16A22]: Adapt to your organization's practice, rules.
Check your customer requirements carefully, if they exist.

Commented [16A21]: Adapt to your customer-specific requirement; for safety products can be, for example, 15 years.

Commented [16A23]: Adapt to your organization's practice, rules.
Check your customer requirements carefully, if they exist.

5. Appendices

- Appendix 1 – PPAP Record
- Appendix 2 – Work Instruction Template
- Appendix 3 – Rework Instruction Template
- Appendix 4 – List of Appearance Items