

APQP Phase Checklist

Deliverables Across the Five Phases

Track the deliverables for each phase with an owner and a status, so nothing slips before launch.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
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Program / part		Date	
Customer		APQP lead	

Phase 1 — Plan and define	Done	Open	N/A	Notes
Voice of customer captured				
Design goals and reliability targets set				
Preliminary BOM and process flow				

Phase 2 — Product design	Done	Open	N/A	Notes
Design FMEA complete				
Design for manufacturability reviewed				
Prototype build and drawings released				

Phase 3 — Process design	Done	Open	N/A	Notes
Process flow and floor plan				
Process FMEA complete				
Control plan (pre-launch) drafted				

Phase 4 — Validation	Done	Open	N/A	Notes
Trial production run				
Capability studies (Cpk) done				
PPAP submitted and approved				

Phase 5 — Feedback	Done	Open	N/A	Notes
Launch and reduced variation				
Lessons learned captured				
Customer satisfaction confirmed				

Acceptance decision

Rule: a phase is not closed until its deliverables are done or formally deferred.

Gate: [] Phase complete [] Open items [] Escalate

APQP lead

Customer / SQE

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Name / Signature / Date

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