

PPAP - External / Internal Supplier Submission Checklist Instructions

Please work in the PPAP Checklist Excel file format and save as an Excel File

DO NOT CREATE A PDF - COMPLETE THE EXCEL DOCUMENT AND RETURN WITH PPAP SUBMISSION

#	Submission Information	Instruction
1	SUPPLIER PPAP CHECKLIST (Excel format)	Use the PPAP - Supplier Submission Checklist (electronic check sheet) to verify EXTERNAL or INTERNAL SUPPLIER PPAP requirements being submitted, as defined by PPAP Level requirements, QCR codes on the ROUSH PO, or as otherwise specified. Include the PPAP Checklist in original Excel format with your submission as a separate file attachment.
2	POPULATE RESPONSES TO EACH REQUIRED PPAP ELEMENT IN THE "SUBMITTED" COLUMN.	For each required PPAP Element, please select a response from the drop-down list in the (orange) "SUBMITTED" column.
3	PPAP SUPPORTING DOCUMENTS ARRANGEMENT	Supplier must arrange PPAP documents in element order (0 thru 18), and SCANNED into one PDF ONLY
4	FILE NAME FORMAT REQUIRED	Use the following file name format for your PPAP PDF submission: PPAP_ROUSH Part Number_Rev_Supplier Name_PPAP Due Date (mmddyy) Example: PPAP_FLR-0088-X-02_A_Warco_071015
5	EMAIL FOR EXTERNAL SUPPLIER PPAP SUBMISSIONS	External Suppliers - Click on the BLUE External Supplier Submit PPAP button to generate the email and send your PPAP submission package in PDF format, and this checklist to: AQE@Roush.com
6	EMAIL FOR INTERNAL SUPPLIER PPAP SUBMISSIONS	Internal Suppliers - Click on the GREEN Internal Supplier Submit PPAP button to generate the email and send your PPAP submission package in PDF format, and this checklist to: PPAP.FAP@Roush.com
7	SUBJECT LINE FOR EMAIL	Include PPAP filename in email SUBJECT LINE.
8	EXTERNAL SUPPLIERS	Contact your assigned ROUSH Advanced Supplier Quality Engineer (ASQE) for any questions.
9	INTERNAL SUPPLIERS	Contact your assigned ROUSH Product Quality Engineer (PQE) for any questions.

**Please make certain all required PPAP documentation is correct and provided as required.
Your PPAP submission will be reviewed by our ASQE and they will be in contact with you to discuss the submission package and status.**

<div><div>ROUSH</div><div>INGENUITY ON DEMAND</div></div>				PPAP Submission Checklist				External Supplier > (Place an "X" in box)			ROUSH Internal > (Place "X" in box)			Last Updated:		12/30/99	Submission Level <small>(Ref: AIAG PPAP latest edition)</small>		
Roush PN & Rev.		Rev. Date	Roush Description		Supplier					vvv PPAP Type vvv		PO Number					ROUSH BU		
					Address							Vendor Code					ROUSH ASQE or PQE		
Supplier PN & Rev.		Rev. Date	Description		Name / Ph#						vvv PPAP Reason vvv		Program					Phone #	
					Email							PPAP Date					Email		
#	PPAP Element		REQUIRED	Required Evidence (see Roush QCR Codes for Applicability)							SUBMITTED	NOTES				Review Date	STATUS		
0	Purchase Order		YES	(REQURIED FOR ALL SUBMISSIONS) Copy of Roush PO - Must match Part No. & Revision being submitted															
1	Design Record			Released Drawing (Roush or customer) - Part Number and Revision must match PO															
2	Engineering Change Documents, if any			Roush authorized engineering change documents for changes not yet recorded in the design record but incorporated in the product being submitted (examples are approved deviations, ECR's, signed and dated red-line drawings, etc.)															
3	Customer Engineering Approval, if required			Signed Roush Engineering Sample Approval Report (ESAR), based on review of actual PPAP samples submitted															
4	Design FMEA			When supplier is design responsible (Ref: FMEA AIAG latest edition)															
5	Process Flow Diagrams			Describes the production process steps and sequence, from start (receipt of material/ components) to finish (ready to ship)															
6	Process FMEA			Uses Process Flow as input for sequence, determines risk for each process step (Ref: FMEA AIAG latest edition)															
7a	Control Plan			Defines all methods used for process control. Uses Process Flow for sequence, and FMEA as input. Identify all Special Characteristics found in the Roush or customer design record															
7b	Special Characteristics- other			Identify all Special Characteristics found in the Roush or customer design record NOT included in the Control Plan. Show the control method used															
8	Measurement System Analysis Studies			GR&R- For all measuring equipment used to determine product/ process conformance to specifications (Ref: MSA AIAG latest edition)															
9	Dimensional Results			100% layout to Roush or customer Design Record (include ballooned drawing). Provide results for each duplicate cavity, station, tool, fixture, etc. when applicable (see #17c for part mark requirements). See QCR 240 on PO for sample quantity required.															
10	Records of Material / Performance Test Results			As identified on the Roush or customer Design Record as minimum, and any other test results required to demonstrate product conformance to specification															
11	Initial Process Studies			For Special Characteristics found in Roush or customer Design Record. Sample size 30 min. from each duplicate cavity, station, tool, mold, fixture, etc. unless otherwise agreed. Ppk/Cpk ≥1.33, surrogate data may be acceptable (contact Roush ASQE)															
12	Qualified Lab Documentation			TESTING: When required testing to be performed, ISO17025 accreditation is required. This applies to internal testing by the supplier, or external testing by a 3rd party lab. INSPECTION: Measurements performed at a 3rd party source requires that source to be ISO17025 accredited. CALIBRATION: Calibration of measurement & test equipment must be traceable to an ISO17025 accredited source.															
13	Appearance Approval Report			AAR (form) required if the product has <u>appearance</u> requirements on the Roush or customer Design Record															
14	Sample Product			Actual PPAP SAMPLES tested/ dimensionally verified (see QCR 240 on PO for quantity). Supplier to identify samples/ containers with "PPAP SAMPLE " tag/ label. Ship PPAP samples as instructed															
15	Master Sample			RETAIN MASTER SAMPLE - Supplier to demonstrate control of MASTER SAMPLE when required by the Roush or customer Design Record, Control Plan or inspection criteria as a reference or standard															
16	Checking Aids			RETAIN CHECKING AID LIST - A list or matrix of all jigs, gages, fixtures, templates, etc. used to determine product conformance to specification. These must be identified in the Control Plan. Verification data to be provided upon request															
17	Records of Compliance With Customer Specific Requirements			If additional requirements, not included in PPAP elements #1 thru #16 are needed, add items in sections below and provide supporting evidence.															
-17a	Packaging & Product Identification Labels			Must meet ROUSH approved Packaging Specifications - attach pictures of packaging and actual (approved format) container identification label. Barcodes fields scan verified where required. See Roush "Freight Packaging Specifications" for details															
-17b	Customer Purchased Tooling & Equipment			ALL ROUSH purchased tooling, equipment, fixtures, etc. when identified on PO must have permanent ASSET TAG attached stating "PROPERTY OF ROUSH". Provide itemized list with description and PICTURE for each item showing asset tag in place															
-17c	Multiple Cavity Tool Identification			Parts produced from duplicate cavities/ tools require permanent cavity/ tool ID part mark for traceability. Contact Roush Engineering for acceptable part marking method and location when not defined in design record															
-17d	IMDS Submission (when applicable)			Evidence (describe here) - Directions will be communicated by ASQE or PQE.															
-17e	Welding Documentation (when applicable)			Evidence (describe here - ASQE will add required verbiage when applicable)															
-17f	Other (enter here if applicable)			Evidence (describe here)															
-17g	Other (enter here if applicable)			Evidence (describe here)															
18	Parts Submission Warrant			One signed PSW for each PN being submitted. OEM approved PSW in lieu of above (except Item#3) + Supplier PSW. PART WEIGHT - All weights to 4 decimal pts. in kilograms. All PSW field entries complete else enter "NA"															
vvv ROUSH ASQE / PQE Use Only vvv													Submissions		Dates		PPAP Dispositions		
Comments:							EXTERNAL SUPPLIERS CLICK to Submit PPAP			ROUSH INTERNALCLICK to Submit PPAPAdd			INITIAL Submission Review Date						
													FINAL Submission Review Date						

ROUSH PPAP Submission Level Guide

REFERENCE ONLY

When our customer requires a PPAP, they will frequently note a submission level.
The exact elements that need to be submitted to the customer will depend on the part, requirements in the purchase order and drawing.
The PPAP levels indicate which documents need to be submitted to the customer.

ROUSH requires all suppliers to provide documentation for the required elements identified for that PPAP level.
If a supplier can not provide the required documentation for PPAP, ROUSH Program Management and Engineering must approve a deviation.
ROUSH uses specific PPAP elements as "base" requirements for certain business units, which is identified under PPAP Level 4.
Adjustments to these "base" requirements could be flowed down from the customer, drawing requirements, and/or identified by the ASQE.

Element	Description	PPAP Submission Levels				
		1	2	3	4	5
0	Purchase Order	X	X	X	X	X
1	Design Record	X	X	X	X	X
2	Engineering Change Documents, if any		X	X	X	
3	Customer Engineering Approval, if required			X	X	
4	Design FMEA			X		
5	Process Flow Diagrams			X	X	
6	Process FMEA			X	X	
7a	Control Plan			X	X	
7b	Special Characteristics- other			X	X	
8	Measurement System Analysis Studies			X		
9	Dimensional Results		X	X	X	
10	Records of Material / Performance Test Results		X	X	X	
11	Initial Process Studies			X	X	
12	Qualified Lab Documentation		X	X	X	
13	Appearance Approval Report	X	X	X	X	
14	Sample Product		X	X	X	
15	Master Sample					
16	Checking Aids					
17	Records of Compliance With Customer Specific Requirements					
-17a	Packaging & Product Identification Labels		X	X	X	
-17b	Customer Purchased Tooling & Equipment		X	X	X	
-17c	Multiple Cavity Tool Identification					
-17d	IMDS Submission (when applicable)					
-17e	Welding Documentation (when applicable)					
-17f	Other (enter here if applicable)					
-17g	Other (enter here if applicable)					
18	Parts Submission Warrant	X	X	X	X	X

Document Change Log

	Document Number	F-PRC-SQ004 - PPAP Submission Checklist		
Revised By	Rev. Date	Section	Revision Description	Rev
			HISTORY	
B. Holland	5/15/2014	all	New PPAP Checklist format - ability to edit requirements for submission and specific to processes requiring additional control. Also added requirements for Packaging, Labeling, Special processing (Painting), etc.	R00
B. Holland	6/19/2014	Section 11	Changed verbiage - removes CPK requirements / added : Critical/ Special Characteristics- Refer to ROUSH drawing note section for requirements, if no critical/special char. Specified, select a dimension that is critical to your process. (ie. tight tolerance, etc.). CAP study qty should be 30 pc min.	R01
B. Holland	7/31/2014	Section 0	Added line item for review of Purchase Order	R02
B. Holland	7/31/2014	Section 10	Revised requirements for testing paint to TEST COUPONS instead of tanks	R02
B. Holland	7/31/2014	Section 12	Revised to require all 3rd party sources to be certified to ISO-17025 and supply certificates in PPAP package	R02
			HISTORY	
T. Parker	10/4/2016	ALL	Revised Holland format for generic use for all business units, released as new document	00
T. Parker	4/2/2019	2	Added requirement for actual PPAP samples to be used for ESAR	01
T. Parker	4/15/2020	7a, 7b, 11	Replaced "KEY & R/S/E characteristics" with Special Characteristics	02
T. Parker	4/15/2020	2	Added "...signed & dated red-line drawing" as acceptable engineering change document	02
T. Parker	4/15/2020	12	Replaced "ISO/TS" with "IATF", added "or other recognized QMS standard"	02
T. Parker	4/15/2020	17a	Added " See Roush Freight Packaging Specifications for details"	02
T. Parker	4/15/2020	17b	Added "when identified on PO"	02
T. Parker	4/15/2020	ALL	Updated format, added cell notes as needed for additional clarification	02
T. Parker	5/27/2020	9,11,17c	Add requirements when multiple cavity tools, molds, fixtures, stations, etc. are used	03
			HISTORY	
B. Holland	2/27/2024	ALL	PPAP Submission Checklist re-issued as a new form with Purchasing / SQ ownership (Previous form ID: F-FAP-QA002.R03_PPAP Checklist_TJP_052720) Form revised to allow usage for both External and Internal suppliers. * Revised PPAP Checklist to include EXTERNAL and INTERNAL supplier info. * Revised all "Design Record" verbiage to state "Released Drawing (Roush or customer)". * Created auto-populated link for selection of PPAP Level to specific "REQUIRED" responses based on PPAP Level - using common ROUSH PPAP Level 4 requirements, all others reflect requirements referenced in AIAG PPAP Manual (Latest Edition). * Changed "Quality Representative" to ROUSH ASQE or PQE in notes for cells. * REQUIRED column auto-populates form selection of PPAP Level. * Added "SUBMITTED" column for supplier to inherit and respond with drop down selections. * Changed Element 0 ("Purchase Order") to a permanent "YES". * Changed headings to far right for "Review Date" and "STATUS". * Revised "STATUS" column to reflect responses from drop down list for AQE decision per element. * Revised bottom RH corner of form for PPAP status - added rows to accommodate changes to reflect INITIAL Submission dates and status and FINAL Submission date and status. * Changed comments to ASQE Comments. * Revised verbiage for element 17 to reflect additional items. * Added "IMDS Submission (when applicable)" to element 17d. * Added "Welding Documentation (when applicable)" to element 17e. * Added additional row (17g) to allow for 2 rows for other items. * Removed hyperlink to Product Quality inbox - added link for suppliers to send PPAP subs to AQE@ROUSH.com inbox. * Moved hyperlink button to page 1 next to "Submissions" at bottom of page. * Revised instructions for supplier for file names and submission information, added instruction for supplier to populate "SUBMITTED" column. * Moved Instructions to separate tab "Instructions". * Revised 17a description for element - "Must meet ROUSH approved Packaging Specifications - attach pictures of packaging and actual (approved format) container identification label. Barcodes fields scan verified where required. See Roush "Freight Packaging Specifications" for details". * Revised verbiage for Element 12.	00
B. Holland	8/2/2024	PPAP Checklist	Removed from bottom of page: "Retention: Subject to PPAP documentation retention policy" and "Uncontrolled when Printed". Added: "Retention Period: Indefinite".	01
B. Holland	10/22/2024	Submission Guide	Added Submission Guide tab	02
J. Roman	6/3/2025	All	Added "Uncontrolled when Printed" to footer	03