

Checklist for FMEA Preparation

Preparation Tasks Done *Once* for All FMEA Projects

- FMEA Software Selection
- Selecting or Modifying FMEA Scales and Columns
- Identifying Roles and Responsibilities
- FMEA Team Training
- Legal Guidelines for Doing FMEAs
- Meeting Logistics
- Defining the System Hierarchy (for System and Design FMEAs)
- Defining the Process Steps (for Process FMEAs)
- Access to Failure Information

Preparation Tasks for *Each New* FMEA Project

- Determine the Scope of the Analysis
- Make the Scope Visible (for System and Design FMEAs):
 - FMEA Block Diagram
 - Parameter Diagram (P-Diagram)
 - FMEA Interface Matrix
 - Functional Block Diagram
- Make the Scope Visible (for Process FMEAs):
 - Process Flow Diagram (PFD)
 - Process Flow Diagram Worksheet (PFD WS)
- Assemble the Correct Team
- Establish the Ground Rules and Assumptions
- Establish the Role of Suppliers
- Gather and Review Relevant Information
 - “Gather Information Checklist” (for System and Design FMEAs)
 - “Gather Information Checklist” (for Process FMEAs)
- Prepare FMEA Software for First Team Meeting
- “Ready-for-First-Meeting Checklist”

This checklist is from the book “Effective FMEAs”, written by Carl S. Carlson, published by John Wiley & Sons, ©2012, all rights reserved