

## Ground Rules and Assumptions Checklist

The following is an example of some of the ground rules and assumptions the FMEA team may consider before commencing the FMEA project:

1. For Design FMEAs, does the FMEA team assume the product will be manufactured or assembled within engineering specifications?
2. For Design FMEAs, does the FMEA team wish to consider an exception, such as the part design may include a deficiency that could cause unacceptable variation in the manufacturing or assembly process?
3. For Process FMEAs, does the FMEA team assume incoming parts and materials to an operation meet design intent?
4. For Process FMEAs, does the FMEA team wish to consider an exception, such as incoming parts or materials may have variation and do not necessarily meet engineering requirements?
5. What are the assumed environmental conditions?
6. What are the assumed operating profiles?
7. Will the FMEA team assume product abuse by the user? If so, to what levels?
8. What is the definition of failure used in the FMEA?
9. How will the FMEA team use severity rankings and RPNs to prioritize issues for corrective actions?
10. What is the process by which the FMEA team obtains approval for FMEA recommended actions and follow-up for execution?
11. What meeting norms should the team adopt so that meetings run smoothly and efficiently? (See chapter 10, section 10.2 for suggested meeting norms.)
12. Who will enter data into the FMEA software during meetings? Will there be a scribe, or will the facilitator enter the data?
13. How will the FMEA team come to decisions on each of the FMEA tasks? (See chapter 10, section 10.3, for suggested decision criteria.)
14. If applicable, how will the FMEA team coordinate with suppliers? Will supplier FMEAs be reviewed and approved by the FMEA team for critical parts according to defined FMEA quality objectives? (The FMEA Quality Objectives are covered in chapter 9, section 9.1.)
15. How will the organization track the completion of recommended actions and ensure risk reduction to an acceptable level?

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