

# Manufacturing Readiness Review Checklist

Transitioning from product design to manufacturing can be challenging. KMC Systems has been transitioning product designs that we have developed for our customers as well as product designs that were developed by our customers or other contract design firms for over 30 years. We are the transition experts and have developed proven processes based upon our experience. These transition processes are part of the KMC360® services program that we offer our customers.

The Manufacturing Readiness Review is a phase gate review that is used to assure that the documentation, manufacturing processes, test methods, quality acceptance parameters, tooling, and training are in place to support a production controlled environment.

Below is a checklist that has been used as a transition tool to determine the readiness of a program to begin production. We offer this as a guideline for your next product design transition to manufacturing. If you would like to have the experts on your team, give us a call.

Description	Current Status	Complete?		
		Yes	No	N/A
<b>Engineering</b>				
1.1. Resolution of CDR Action Items				
1.2. Product drawings released to ERP				
▪ HW Drawings				
▪ Purchase Specs				
▪ PCB fabrication dwgs & files				
▪ Schematics				
▪ Cable dwgs & wiring diagrams				
▪ Bill of Materials				
▪ Shipping package dwgs				
▪ SW Version Description documents				
1.3. Essential Outputs				
1.4. Verification & Validation				
▪ System & Module Verification data and test reports				
▪ SW V&V test data and test reports				
▪ Safety & EMC test reports				
▪ Labeling (Safety, Use)				
▪ Environmental and Shipping test data and test reports				
▪ Manuals (Installation, User, Service)				
▪ Risk Management File				
1.5. Reliability Testing				
1.6. Initiate Manufacturing Retest Requirements Document				
1.7. Eng Project File and Design History Files organized; close to completion				
1.8. Residual engineering parts/materials removed from the production area. If parts have been identified for production use, reinspection completed.				



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Description	Current Status	Complete?		
		Yes	No	N/A
<b>Test Systems</b>				
2.1 Test System drawings & test SW SVDDs released to ERP				
2.2 Test System Validation test data and test report				
2.3 System calibration and maintenance reqm'ts & schedule				
2.4 Test System computers that should not get updates by IT identified with "TEST" prefix and TE number.				
<b>Manufacturing, Purchasing, Quality Assurance</b>				
3.1 Manufacturing Quality Plan				
3.2 Assembly Work Instructions				
3.3 Manufacturing test procedures (ATP and cal procedures)				
3.4 Mfg workcell, facilities, and capital equipment				
3.5 Mfg computers that should not get updates by IT identified with "TEST" prefix and TE number.				
3.6 Special product handling requirements, including ESD precautions and controls for usage of portable electronic storage media, such as thumb drives.				
3.7 Mfg assembly aids, fixtures & tools ready for use, released and included in the work instructions.				
3.8 Mfg measurement equipment identified with calibration status (including rulers, levels, cylinders, etc.) and referenced in the work instructions.				
3.9 Receiving Inspection tools & gauges ready for use with calibration status identified.				
3.10 Workcell members trained in assy & test methods				
3.11 Key/Critical suppliers identified				
3.12 Long lead parts & supplier tooling				
3.13 QA Product Audit Procedure				
3.14 Failure Reporting System database				
3.15 Create Mfg Risk Management File for manufacturing				
3.16 Review manufacturing process controls with transition team				
3.17 Manufacturing Process Qualification Report				

