

1. Assemble a cross-functional team of people with diverse knowledge about the process, product or service and customer needs. Functions often included are: design, manufacturing, quality, testing, reliability, maintenance, purchasing (and suppliers), sales, marketing (and customers) and customer service.

2. Identify the scope of the FMEA. Is it for concept, system, design, process or service? What are the boundaries? How detailed should we be? Use flowcharts to identify the scope and to make sure every team member understands it in detail. (From here on, we'll use the word "scope" to mean the system, design, process or service that is the subject of your FMEA.)

3. Fill in the identifying information at the top of your FMEA form.

11. Identify recommended actions. These actions may be design or process changes to lower severity or occurrence. They may be additional controls to improve detection. Also note who is responsible for the actions and target completion dates.

12. As actions are completed, note results and the date on the FMEA form. Also, note new S, O or D ratings and new RPNs.



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