

## 8 steps to a successful PPAP submission

1. **Review drawings for issues and get them addressed up front.** When engineering drawings are provided, make it a practice to thoroughly review all specifications. If you do not believe you can meet the requirements, inform DAVCO immediately.
2. **Submit to a released copy of the DAVCO drawing.** If a released version of the DAVCO engineering drawing is not available, contact the DAVCO Quality Department for direction on how to proceed. Do not submit to advanced information.
3. **Submit to a ballooned drawing / numbered print.** All dimensions and notes must be numbered and referenced in the submission package.
4. **Complete a full sample inspection report.** The sample inspection report must address every note and dimension on the drawing. Include the target and tolerances for all dimensions. Show whether the inspection passes or fails on the inspection report. Make sure the report is signed and all fields are complete in the header section.
5. **Show ranges or multiple measurements for dimensions designated as such.** When the drawing calls for a dimension in two or more places (example R1.5 3x), the inspection results must show two or more measurements or list the highest and lowest measurement for the dimension as a range or if the results are the same for each dimension checked, simply state the number of places it was verified.
6. **Show qualified statements of conformity.** On notes where the inspection is more of an attribute check, such as with burrs or material conformance, the standard practice for notation of conformance will be: "Conforms per \_\_\_\_\_". The blank should be filled in with a qualifier such as visual inspection, an attribute gauge (gage xyz), or a material certification. Do not simply state "conforms" without identifying the method or tool used to determine conformance.
7. **Include all certifications and test results in the submission.** If material is specified on the drawing, the certification must be provided. If an ASTM or mil spec is shown on the drawing as part of the material specifications, then the material certification must show compliance to that specification. This holds true for finish certifications or test specifications. All documents must show compliance to the engineering drawing and all of the applicable specifications.
8. **Do not assume.** Do not assume that DAVCO will know that the DAVCO specification is equivalent to another. It is best to check and document the traceability of such items before the submission takes place. The DAVCO print requirements are the only criteria used when reviewing the submissions received. This will help ensure that your submission will be in compliance and that approval will be granted quickly.