

Total Quality System 9000 Family of Products

Creating a New APQP Project



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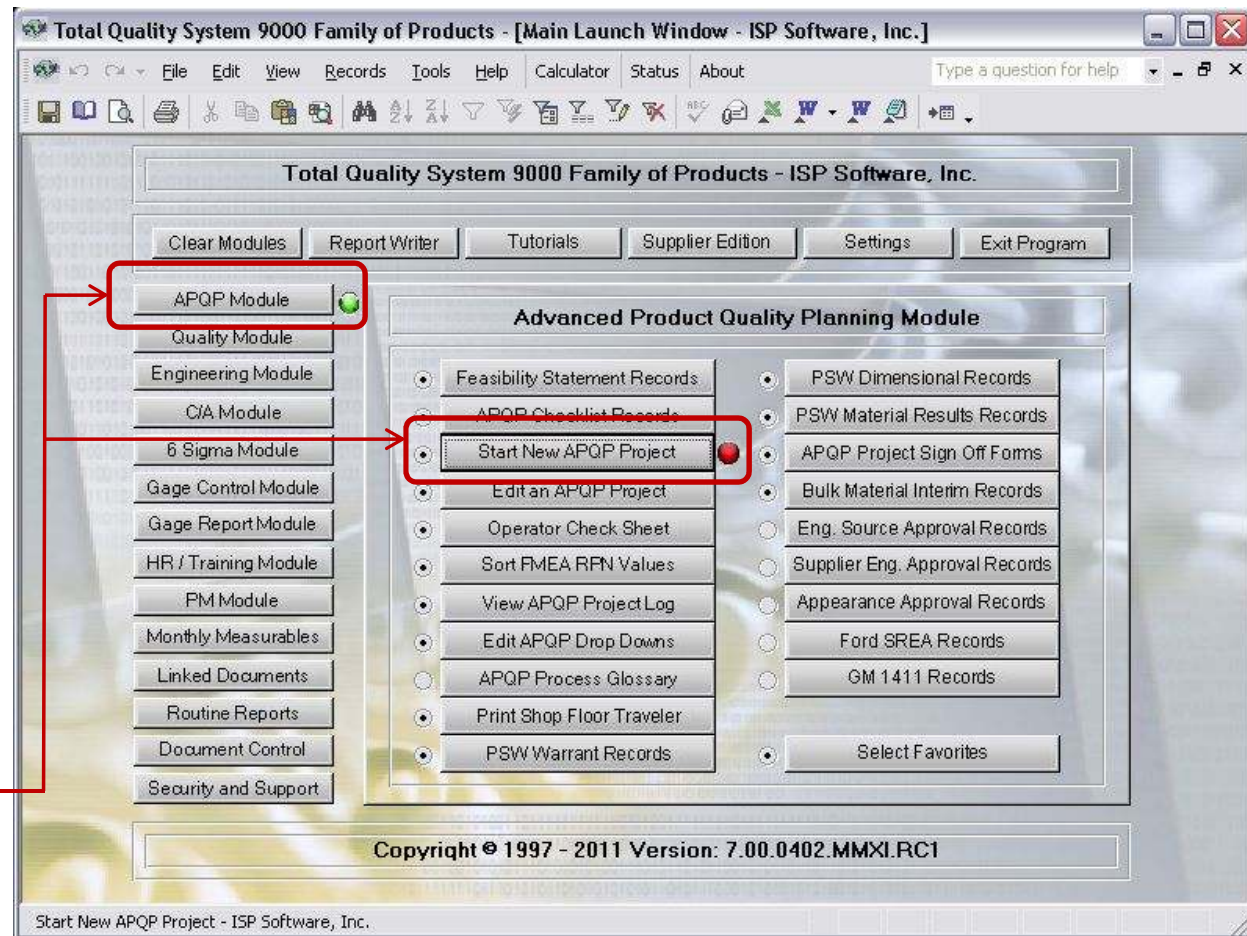
Before creating a new APQP project users should understand what an APQP project consists of in your TQS-9000 product and how the documents are linked. The feasibility statement, APQP checklist, control plan, flow chart, fmea, work instructions, PSW warrant, dimensional results, and material results may all be given the same project number for document control purposes. As many of these documents may be produced without producing the other documents not all are linked or are they considered part of an APQP project in the software. The four documents that are considered part of a base APQP project are the control plan, fmea, flow chart, and work instructions. This tutorial is tailored to provide the information necessary to Create a base APQP project.

In your TQS-9000 product there are four APQP libraries. The first is the work-in-progress library, the second an archive library for work-in-progress library, the third is the approved APQP project library, and the last is the archive library for approved projects.

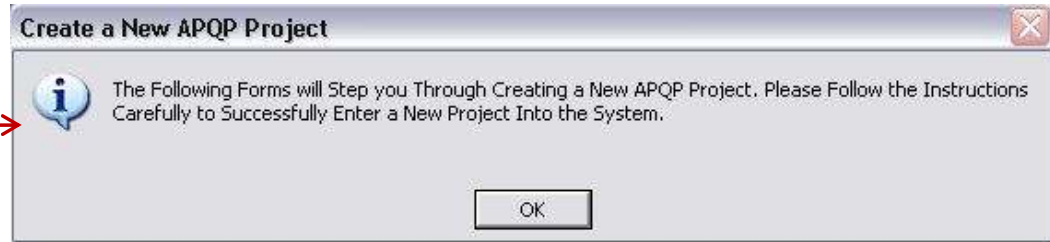
All new APQP projects should be created in the work-in-progress library. Projects created in the work-in-progress library will not appear in the document control list, will not carry your company logo, and will have a note at the bottom of the documents indicating they have not yet been approved.

To create a new APQP project, select The APQP module and then click On the "Start New APQP Project" button.

Remember this will create the basis for your control plan, flow chart, fmea, and work instructions in the work-in-progress library.

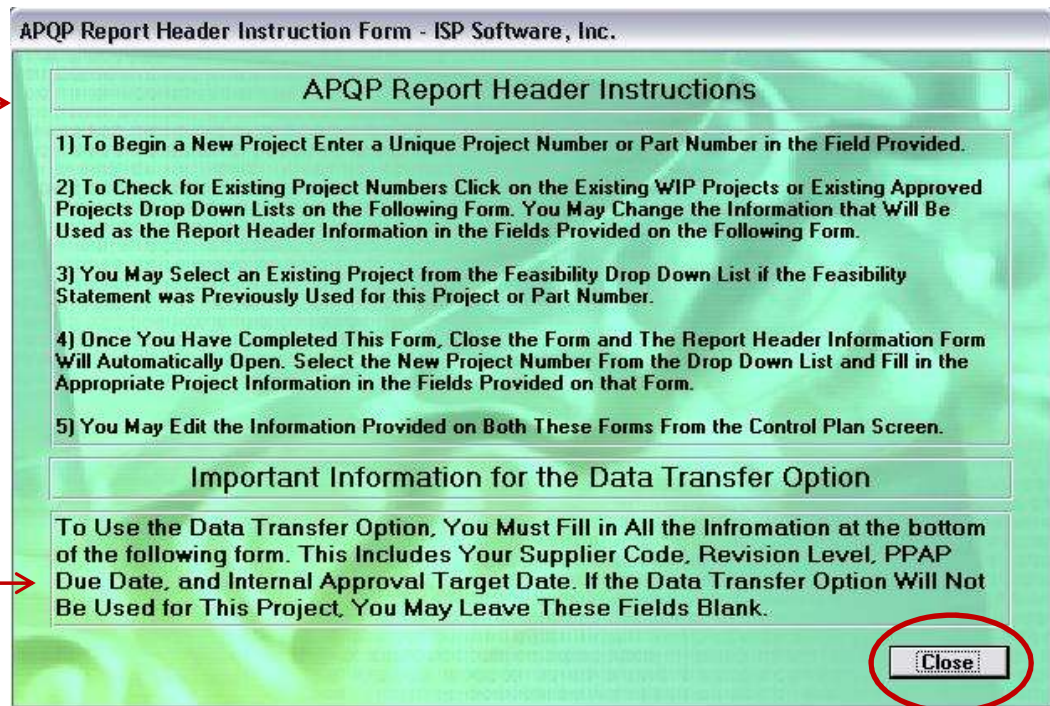


When clicking on the “Start New APQP Project” button from the APQP module you will receive two messages confirming your choice to create a new APQP project. The first is the notification of the importance of following the steps in the project creation process.



Please read the second notification until you are sure you are comfortable in creating new projects and that you understand the process that your software uses to share the information between the documents in your base APQP project. After reviewing the information on this form just click on the “Close” button to continue.

You will not need to use the Data Transfer option if you are not expected to electronically transfer your APQP project to your customer utilizing the TQS-9000 Data Transfer Migration Tool.



On the first form that appears when creating you new APQP project, fill in all the information about your project that you have.

Please check to make sure that the project number that you are creating does not appear in the “Current WIP Projects” drop down list. Duplicate projects should not be created. Your program is set not to allow duplicates although if your program is customized it may be possible to create duplicates which may cause errors.

The “Project Number”, “Model# / Part#”, and “Original Date” fields are required fields to begin any new APQP base project. You may fill in the rest of the information later from the control plan screen if needed. ISP Software, Inc. recommends filling in all this information when you begin a new project. If the three required fields at a minimum are not filled in your project will not appear in your project list.

After the information is completed, click on the “Continue” button to finalize your project creation.

The second APQP base project creation form will appear once you have completed the first form and selected the "Continue" button.

To finalize creating your base APQP project, select the project number that you created on the first form from the "Part Number" drop down list.

The information in each field that has already been entered for you are the headers that appear on your report. If you wish to change the default header information for your reports you may just type in your new header information on this form.

Once you have selected the project number that you created and made any changes that you wish to the header information, click on the "Close" button to complete the project creation process.

Header Information Change Form WIP - ISP Software, Inc.

"APQP Module WIP"

Change Form Header Information (WIP)

To Complete Entering a New Project Into the Work In-Process Library You Must Complete this Form. Choose Your New Project Number From the Drop Down List Below and Fill in the Appropriate the Information For this Project in the Fields Provided. You May Change this Information Later from the Control Plan Screen.

Part Number

- 2
- 1
- 04032011Test
- 04042011-1
- 04032011-2
- 7777777
- 04122011-01
- 04132011-01

Process Step Number

Process Step Number

Process Name

Process Name

Customer Code

Customer Code

Key Contact/Telephone

Key Contact/Telephone

Core Team

Core Team

Revision Level

Revision Level

Revision Date

Revision Date

Original Date

Original Date

Approved By

Approved By

Customer Approval Date

Customer Approval Date

Form View

Header Information Change Form WIP - ISP Software, Inc.

"APQP Module WIP"

Change Form Header Information (WIP)

Close

To Complete Entering a New Project Into the Work In-Process Library You Must Complete this Form. Choose Your New Project Number From the Drop Down List Below and Fill in the Appropriate the Information For this Project in the Fields Provided. You May Change this Information Later from the Contol Plan Screen.

| | |
|---|---|
| Part Number [04132011-01] | Process Step Number Process Step Number |
| Company Name Company Name | Process Name Process Name |
| Model#/Part# Model#/Par# | Customer Code Cutomer Code |
| Part Name Part Name | Key Contact/Telephone Key Contact/Telephone |
| Department # Department # | Core Team Core Team |
| Department Name Department Name | Revision Level Revision Level |
| BP Change Date/Revision BP Change Date/Revision | Revision Date Revision Date |
| Written Process/Control Plan Written Process/Control Plan | Original Date Original Date |
| Operator Instr/Written Process/Control Plan Operator Instr/Written Process/Control Plan | Approved By Approved By |
| | Customer Approval Date Customer Approval Date |

Form View

After your project has been selected in the "Part Number" field on the second project creation form and you click on the "Close" button you should receive the notification that your new base APQP project has been successfully created.

New Project Completion

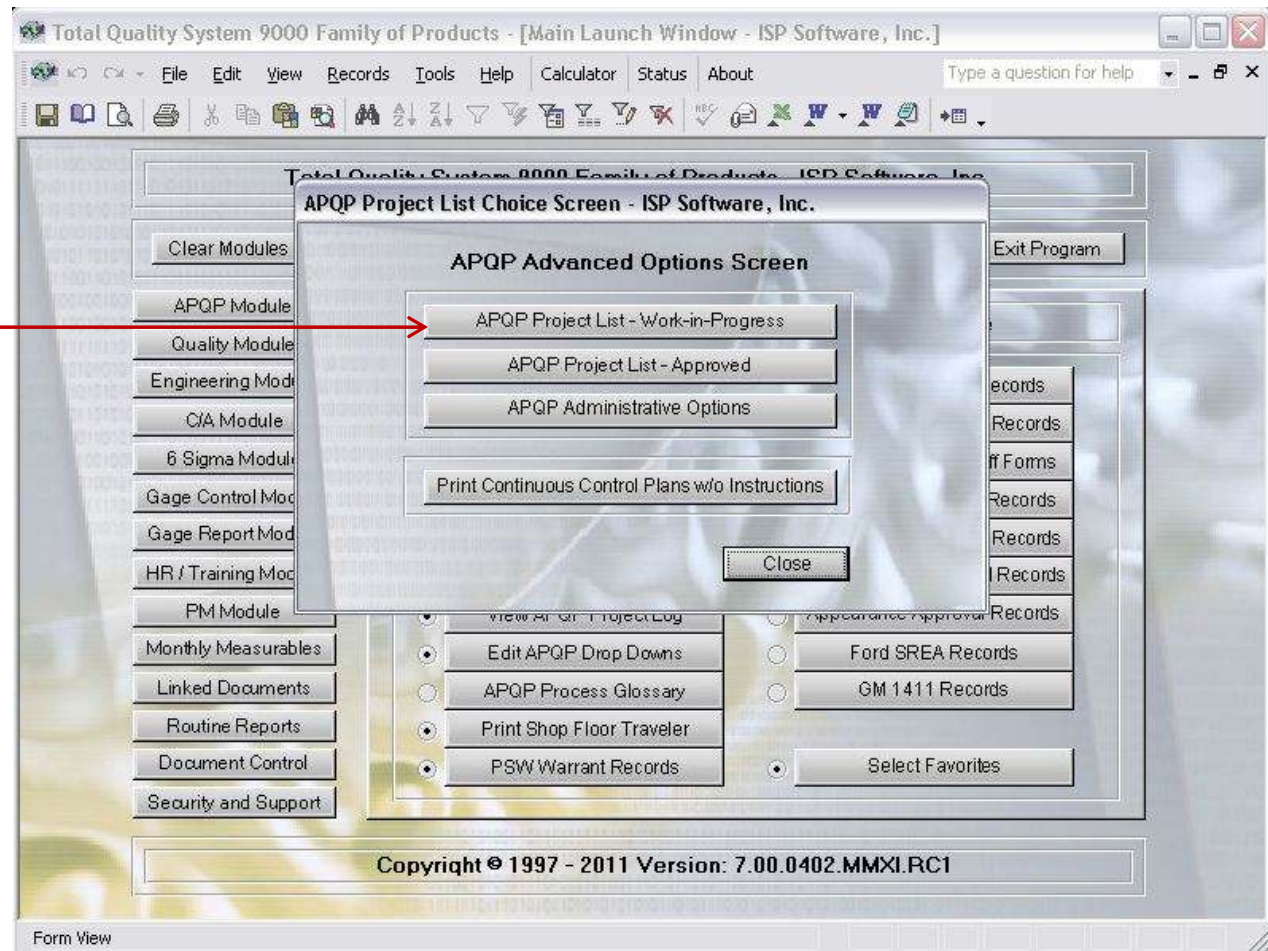
 Congratulations You Have Entered a New Project Into the Work In-Process Library. To Access the New Project, Go to the Main Launch Screen and Select the APQP Projects Button. Go to the Work In-Process Library and Select Your New Project from the List.

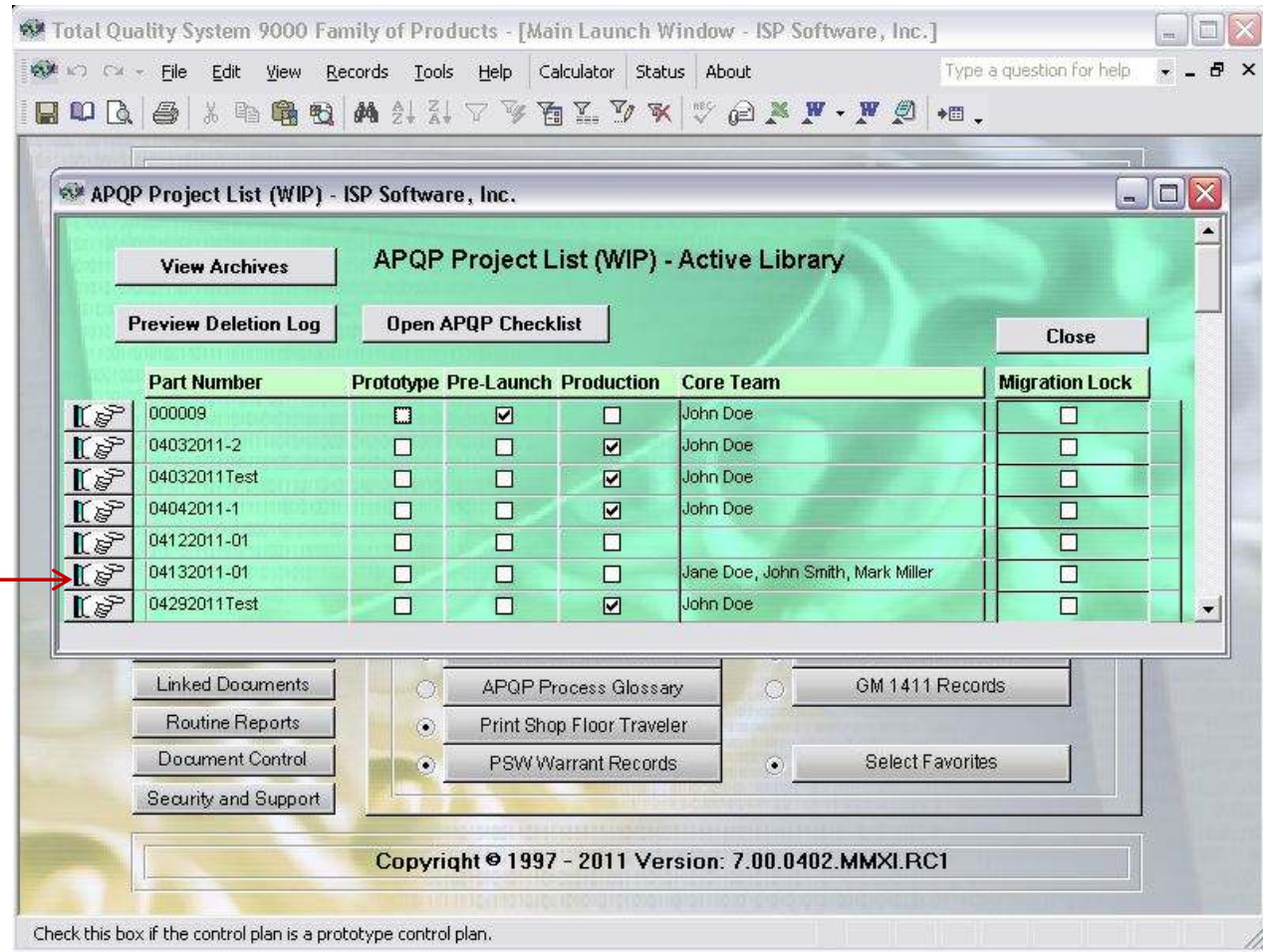
OK

Once your base APQP project has been created you may access it by selecting the “Edit an APQP Project” button in the APQP module.



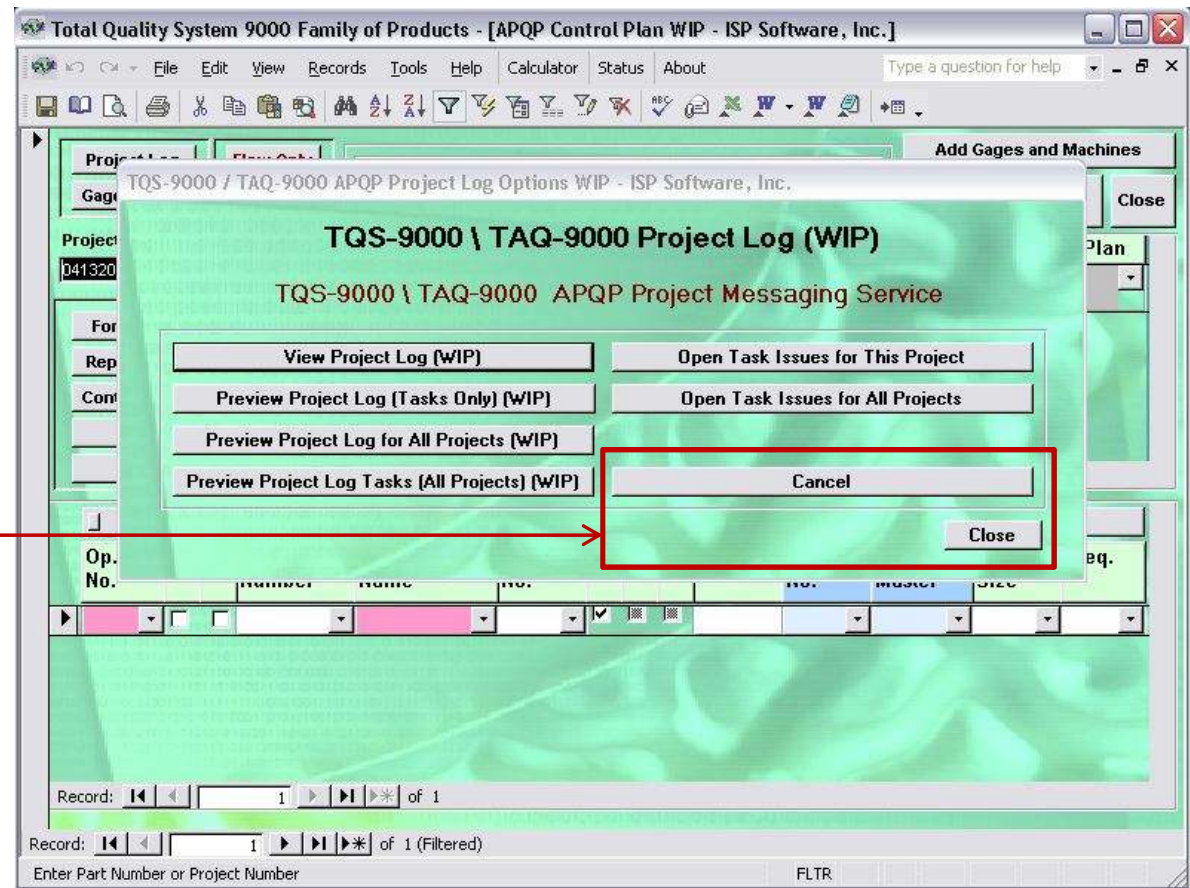
When you select the “Edit an APQP Project” button from the APQP module the “APQP Advanced Options Screen” form will be displayed. Remember that all new APQP projects are created in the Work-in-Progress” library. To open the base APQP project that you just created to begin entering your information, select the “APQP Project List – Work – in – Progress” button.

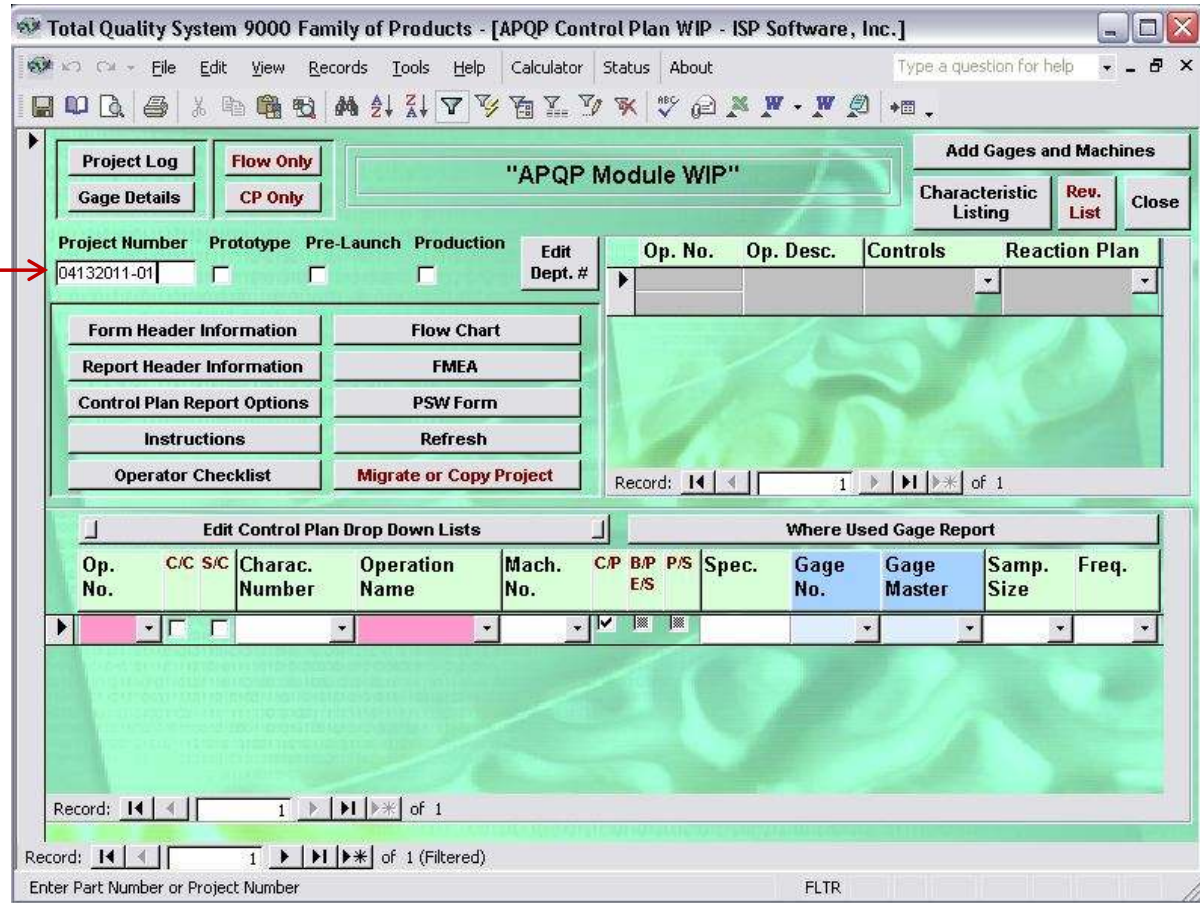




From the Work-in-Progress project list, select the project number that you just created to begin editing your project.

Each time you open an APQP project you will be presented with the project log. Teams may use the project log to record tasks and responsibilities as the APQP project is being developed. Each project log is specific to the project number. If you wish to by pass the project log, simply click on the “Cancel” or “Close” button.





You are now ready to begin editing your base APQP project.

Please refer to the APQP Project Editing Tutorial for instructions in completing your control plan, fmea, flow chart, and work instructions.

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