

**Sample Request**  
**Engineering / Purchasing**

**Requesters Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**SWF Reviewers Name:** \_\_\_\_\_

**Supplier Name:** \_\_\_\_\_

**Supplier Number (If Available)** \_\_\_\_\_

**Supplier Contact:** \_\_\_\_\_

**Part Number:** \_\_\_\_\_

**Part Description:** \_\_\_\_\_

**Are the parts submitted off prototype tooling \_\_\_\_\_ or production tooling \_\_\_\_\_ ?**

**Attach first piece layout documentation, must be filled out by Supplier...**

**What exactly is required?**

- A) Complete part layout by Supplier
- B) Complete part layout by SWF Engineering
- C) Specific dimensions or detail verification by Supplier
- D) Specific dimensions or detail verification by SWF Engineering



**SPRINGS WINDOW FASHIONS**

**FIRST PIECE INSPECTION REPORT**

Page \_\_\_ of \_\_\_

**Part Number:** \_\_\_\_\_

**Number of Pieces/Cavities:** \_\_\_\_\_

**Part Name:** \_\_\_\_\_

**Material:** \_\_\_\_\_

**Print Revision Level:** \_\_\_\_\_

**Cycle Time:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Engineering:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Engineering Approval:** \_\_\_\_\_

Drawing Code	Drawing Dimension	Tolerance Range	Pc/Cavity Number	Actual Dimension	Notes	Pc/Cavity Number	Actual Dimension	Notes
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
I.								
J.								
K.								
L.								
M.								
N.								
O.								
P.								
Q.								
R.								
S.								
T.								
U.								
V.								
W.								
X.								
Y.								
Z.								

**Comments:** \_\_\_\_\_

\_\_\_\_\_



**SWF PPAP FORM**  
**Engineering / Purchasing**

**Requesters Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**SWF Reviewers Name:** \_\_\_\_\_

**Supplier Name:** \_\_\_\_\_

**Supplier Number (If Available)** \_\_\_\_\_

**Supplier Contact:** \_\_\_\_\_

**Part Number:** \_\_\_\_\_

**Part Description:** \_\_\_\_\_

**Are the parts submitted off prototype tooling \_\_\_\_\_ or production tooling \_\_\_\_\_ ?**

**Attach product documentation (drawings, product specification sheet)**

**What exactly is required?**

- E) Identify all critical dimensions
- F) Complete 30 measurements on all critical dimensions per cavity (see attached form – SWF Process Capability Analysis form). Complete one form for each critical dimension.
- G) Calculate Process Capability (Cpk) for all critical dimensions
- H) Submit FMEA or other risk analysis completed for product and process design (required for product safety issues, such as lead, cording, knots, labeling – see Section 12 Global Supplier Quality Manual )
- I) Submit control plan or other control method for manufacturing process (required for product safety issues, such as lead, cording, knots, labeling - see Section 12 Global Supplier Quality Manual )
- F) Any packaging changes must be documented and approved by SWF prior to change
- G) Any deviation from must be approved by SWF engineering

