**FMEA**
**Training Programme Outline**

**Summary:** This programme provides the underpinning knowledge and builds delegate confidence to apply Product Design and Process FMEA at a working level enabling the development of products, services and processes that fully satisfy customer requirements

**Aimed at:** Anyone involved at a working level in the design of products, services and processes; and anyone involved in the completion or management of FMEAs

**Prior Qualifications/Experience**: No specific qualifications or experience is necessary.

**Duration:** 1 day underpinning knowledge plus one optional accreditation day.

**Format:** Combination of presentation and Trainer-led activities. During the first day, delegates will have the opportunity to complete an FMEA for a simple product/process. The optional accreditation day is designed to encourage delegates to apply learning from day 1 in their workplace and then share an FMEA project they have completed or been involved with.

**Software Specification:** An electronic template for FMEA completion will be provided to all delegates.

**Objectives:** By the end of day 1, participants will be able to:

- Understand the purpose of an FMEA and its general benefits
- Recognise the difference between a Product Design FMEA and a Process FMEA
- Recognise the importance of a team approach to FMEA completion
- Understand how to set the scope for an FMEA project and complete a boundary diagram
- Describe the inputs into an FMEA and complete a parameter diagram
- Explain how to document an FMEA study using a standard template
- Understand guidelines for rating Severity, Occurrence and Detection
- State how to prioritise and manage risks

By the end of the (optional) accreditation day, participants will be able to:

- Confidently complete FMEA projects
- Critique their own and others' FMEA projects
- Describe best practice in terms of FMEA deployment

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| • **Content - Day 1**<br>• Introduction to FMEA – What, Why and When<br>• Types of FMEA – Product and Process<br>• Team – set up and roles<br>• Getting started – Scoping and Boundary Diagrams<br>• Inputs into an FMEA project – Parameter Diagrams<br>• The FMEA template<br>• Failure Modes and Effects – definition, examples & questions | • Severity and Classification- definition, examples & questions<br>• Occurrence - definition & questions<br>• Controls and Detection - definition, examples & questions<br>• Calculating Risk Priority Numbers<br>• Recommended Actions – Prioritising & planning<br>• Outputs from an FMEA project |
| • **Content – Day 2**<br>• Recognising good FMEAs | • Deployment of FMEAs in the design process |



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