



# Manufacturing Readiness Checklist

Filling out this checklist is the first step in working with Optikos as your contract manufacturing partner.

This checklist is intended to be a planning tool to help you gauge the build-to-print readiness of your product. This provides the right level of information to start the conversation with Optikos as a contract manufacturing partner.

Process Stage	Done	Comments
<b>Has this design been built before?</b>		
<ul style="list-style-type: none"><li>• If so, at what development phase and in what quantities? E.G. prototypes, pilot production, production, etc.</li></ul>		
<b>Is the design complete and frozen?</b>		
<b>Are there functional specifications?</b>		
<ul style="list-style-type: none"><li>• If so, has the design been shown capable to hit specification requirements via analysis, test, demonstration, or inspection?</li></ul>		
<b>Is there a complete BOM?</b>		
<ul style="list-style-type: none"><li>• Has it been costed?</li></ul>		
<ul style="list-style-type: none"><li>• If applicable, can you share previous vendors?</li></ul>		
<ul style="list-style-type: none"><li>• Has component inspection criteria been developed?</li></ul>		
<ul style="list-style-type: none"><li>• Are there sole sourced components?</li></ul>		

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Is the drawing package complete and released?		
Does a risk mitigation plan exist?		
Have certification requirements been established, eg. REACH, RoHS, Conflict Minerals, CofCs, etc?		
Have the regulatory and documentation requirements been defined?		
Are there traceability requirements?		
Are there work instructions?		
<ul style="list-style-type: none"><li>• Are there special tools/fixtures required for build and test?</li></ul>		
<i>– Have they been designed or do they need to be developed?</i>		
<i>– If fixtures exist, can they be transitioned to a CM?</i>		

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## Missing Sections of the Checklist? That's Okay.

Our teams at Optikos are here to help. Whether you need assistance in refining your product prototype, creating a proper BOM, or creating documentation and work instructions, our teams are ready to help you at any stage to bring your product through manufacture.

**Questions? Reach out to us at [sales@optikos.com](mailto:sales@optikos.com) to learn more.**