

PPAP Submission Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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PPAP Submission Tracker

Track every PPAP package and the elements it needs, and see what is overdue, how ready each open package is and how often customers approve first time.

For: Supplier quality engineers, APQP and launch leads, and quality managers at automotive and other suppliers who submit or review PPAP packages.

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Quick start

1. On Setup, set the status date, the due-soon window, your first-time approval target and the workload figures, then replace the example customers, reasons and functions.
2. On PPAP Log, add one row per package: PPAP number, part, customer, reason, submission level, owner and the customer's required date.
3. On Element Tracker, add one row for each element the package needs, with owner, due date and status; mark it Complete with the date when it is done.
4. When you submit, type the submitted date; when the customer decides, type the disposition and decision date (and the resubmit-by date after a rejection).
5. Move the status date forward each time you update the log, then open the Dashboard and filter by customer if you need to.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Status date, due-soon window, your targets, the workload figures, and the customer, reason, function and element lists.
PPAP Log	One row per PPAP package: part, customer, level, required date, submission and the customer's decision.
Element Tracker	One row per element a package needs: owner, due date, status and the date it was done.
Dashboard	Open and overdue PPAP packages, element readiness, first-time approval and where packages get stuck.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
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Quantity	How it is calculated	Units
Elements, complete, ready	Element rows for the package; those with Status Complete; complete / elements.	count, %
Due status (package)	Approved: Complete. Submitted or interim approval: In progress (with the customer). Open or rejected: Overdue after the required date (the resubmit-by date after a rejection), Due soon within the Setup window, otherwise OK.	-
Submitted on time	Yes when the submitted date is on or before the required date.	-
Customer review	Decision date - submitted date.	days
First-time approval	Yes: approved with no resubmission. No: approved after a resubmission, interim approval or rejected. Blank while open or with the customer. Rate = Yes / (Yes + No).	%
Due status (element)	Complete when the status is Complete; else Overdue after the due date, Due soon within the window, otherwise OK.	-
Elements complete (tile)	Complete element rows on packages not yet approved / all element rows on those packages.	%
Open rank	Helper column on the PPAP Log: the order of open packages by required date (resubmit-by after a rejection), used for the Dashboard's open-package block.	-
Hours to finish (est.)	Packages to submit (open or rejected) x hours per package x (1 + resubmission allowance), all from Setup: the PPAP Review Workload calculator's formula.	h
Share of hours available	Hours to finish / hours available. Above 100% reads Over capacity, above 90% Near capacity.	%

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Halden Stamping, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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Open and overdue PPAP packages, element readiness, first-time approval and where packages get stuck.

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Customer

Showing 14 packages and 175 element rows (blank filter = all customers). Status date 9 Oct 2026.

OPEN PACKAGES	SUBMISSIONS OVERDUE	ELEMENTS COMPLETE	FIRST-TIME APPROVAL
8	1	68.9%	62.5%
Not yet approved by the customer	Limit 0	On packages not yet approved	Target 85.0%
	Above target		Below target