

PRE-SHIPMENT CHECKLIST FOR COMMON FAI PAPERWORK FINDINGS AT RECEIVING INSPECTION

#	DOCUMENT CONFIRMATION	REQUIREMENT	COMPLIANCE?
1	Missing FAI documentation in the received part shipment	(1) UR SQR code 12.0 states when an FAI shall be performed. (2) AS9102, page 11/22, section 4.6, letter F. (3) AS9100 and ISO 9001, section 8.5.1.3. (4) PO (Purchase Order) may include the following statement: "The above awarded part(s) require a First Article Inspection (FAI) to be performed on one (1) piece produced under this PO".	
2	Missing information on field 14 (Reason for Full or Partial FAI)	AS9102, Form 1/3, page 17/22, states the following required information for Full or Partial FAI on Field 14: " <u>Reason for Full/Partial FAI</u> : Describe the reason (e.g., new part number, lapse in production; changes in design, process, or manufacturing location) <u>for the full or partial FAI.</u> "	
3	Missing information on field 22 (FAIR Approval Signature)	AS9102, Form 1/3, page 17/22, requires signature for Field 22.	
4	Same signature on field 22 from field 20 (FAIR Approval Signature)	AS9102, Form 1/3, page 17/22, states that signature <u>should not be the same individual</u> identified in Field 20.	
5	Missing information on field 23 (Date of Signature)	AS9102, Form 1/3, page 17/22, requires date information for Field 23.	
6	Missing ECO information on field 8 (Additional Changes)	AS9102, Form 1/3, page 16/22, conditionally requires reference numbers of any changes on Field 8.	
7	Missing information on field 4 (FAIR Identifier)	AS9102, Form 1/3, page 16/22, requires an identifier for the First Article Inspection Report (FAIR) on Field 4.	
8	Missing Ballooned Drawing documentation in the FAI Documentation Package	(1) UR SQR code 12.0 requires ballooned drawing. (2) AS9102, section 4 (Requirements), the organization shall perform multiple activities, including bubbled or ballooned documents(s). Section 4.4.G (Evaluation Activities) states to have inspection results traceable to each unique identifier such as a ballooned document. Form 3/3 of FAI documentation, requires Field 5 (Characteristic Number) a unique assigned number for each design characteristic and ballooned design characteristic shall clearly be traceable to Field 5.	
9	Missing Characteristic Number (Char. No.) on Field 5 on Form 3/3 in the FAI Documentation Package	AS9102, Form 3/3, page 21/22, <u>requires</u> Field 5 (Characteristic Number) a unique assigned number for each design characteristic.	
10	Missing Form 2 and/or Form 3 FAI documentation in the received part shipment	AS9102, <u>Full FAI</u> always requires all 3 Forms based on section 4.2 (Part Requirements) and 4.7.1-4.7.3 (Documentation). <u>Delta FAI</u> always requires Form 1, and Form 2 & 3 are required only if changes impact materials, special process, or functional test, based on section 4.6 and Appendix B (Form 2 and Form 3) requirements.	