

<b>Astronautics Corporation of America</b>	QDP 6.1.2-3 Supplement	
Approval: CONTROLLED WHEN VIEWED ON ACA INTERNET	REV. A 22 May 2009	SHEET 1 of 4
Title: FIRST ARTICLE INSPECTION FOR PROCURED OR ASTRONAUTICS BUILT NEW/CHANGED PRODUCT OR MATERIAL FORM COMPLETION GUIDANCE		

## Form Completion Instructions

Use the below guidance when completing ACA Form 6.1.3-1/2 (SAE AS9102 Form 1, 2 and 3 equivalent).

### Form 1: Part Number Accountability.

This is the form where the part number, name, drawing number, revision, drawing changes, as well as parts, sub-assemblies, or assemblies contained in an assembly or unit.

Blocks 1 and 2: insert ACA part number and part name.

Block 3. Insert serial number or date code, if applicable. If not applicable, insert N/A.

Block 4: assign a FAI number

Blocks 5 and 7: insert drawing revision used for the First Article report.

Block 6: insert drawing number used for the First Article report.

Block 8: insert any outstanding changes (ECO or EO) to the drawing revision.

Block 9: insert information on Manufacturing Process Reference. Purchased product or material:

Purchased. ACA manufactured product or material: ACA Built.

Block 10: Organization Name. For purchased products or material, use name of supplier. For

ACA Built products or material, use ACA.

Block 11: Supplier Code: ACA built, use 10138. For purchased products or material, use supplier's number.

Block 12: Purchase Order (P.O.) Number: use PO number for purchased product or material, or

ACA job number for ACA built products or material.

Block 13: Check whether a Detail Part FAI (used for piece part) or Assembly FAI (used for assemblies or full units)

<b>Astronautics Corporation of America</b>	QDP 6.1.2-3 Supplement	
Approval: CONTROLLED WHEN VIEWED ON ACA INTERNET	REV. A 22 May 2009	SHEET 2 of 4
Title: FIRST ARTICLE INSPECTION FOR PROCURED OR ASTRONAUTICS BUILT NEW/CHANGED PRODUCT OR MATERIAL FORM COMPLETION GUIDANCE		

Block 14: check whether a Full FAI or Partial FAI. If Partial FAI due to a design change, cite the change order number or drawing revision that prompted the partial FAI under Reason for Partial FAI.

Blocks 15, 16, 17, and 18 are used to document parts or sub-assemblies within an assembly or product. List Part Number (Block 15), Part Name (Block 16), Part Serial Number, if applicable (Block 17). Also cite FAI Report Number for the part or sub-assembly (Block 18) if available (this is an optional block).

Block 19: Signature of inspector, technician, or QAE preparing FAI report.

Block 20: date FAI report completed.

Blocks 21 and 22 (Optional): name and date of person reviewing the report.

Blocks 23 and 23 (Optional): name and date of customer representative reviewing the report.

**Form 2: Product Accountability – Raw Materials, Specifications and Special Process(es),  
Functional Testing.**

This is the form where raw materials used, special processes (welding, brazing, plating, etc.) and testing (such as Acceptance Testing) will be documented.

Blocks 1 and 2: insert ACA part number and part name.

Block 3. Insert serial number or date code, if applicable. If not applicable, insert N/A.

Block 4: assign a FAI number

Block 5: enter name of the material or process. Material would typically be specified when ACA drawing requires a specific type (i.e. aluminum, stainless steel) or a specific process (welding, brazing, heat treating, shot peening, etc.) or functional test (i.e. Acceptance testing).

<b>Astronautics Corporation of America</b>	QDP 6.1.2-3 Supplement	
Approval: CONTROLLED WHEN VIEWED ON ACA INTERNET	REV. A 22 May 2009	SHEET 3 of 4
Title: FIRST ARTICLE INSPECTION FOR PROCURED OR ASTRONAUTICS BUILT NEW/CHANGED PRODUCT OR MATERIAL FORM COMPLETION GUIDANCE		

Block 6: enter the specification number for the material or process.

Block 7 (optional): enter process code, if applicable.

Block 8: Special Process supplier code. Customer given Supplier code of the organization performing special process(es) or supplying material, as applicable. **In lieu of supplier code, supplier name can be inserted.**

Block 9: Indicate if the special process or material supplier is approved by the customer (Yes or No). **Use N/A if customer approval is not required (this will be typical entry for ACA materials or processes).**

Block 10: record number of Certificate of Conformance sent to validate correct raw material or special process was utilized.

Block 11: enter Functional Test Procedure Number. For example, in case of an Acceptance Test, enter the acceptance test document number.

Block 12: reference functional test procedure number. Typically an Acceptance Test Procedure (ATP) number, but could also be a Engineering Specification (ES).

Block 13: Acceptance report number, if applicable. Typically the data sheets of an ATP or ES.

Block 14: Name of inspector, technician, or QAE preparing FAI report.

Block 15: date FAI report completed

### **Form 3: Characteristic Accountability, Verification and Compatibility Evaluation**

This is the form when each drawing characteristic or note will be documented, including test or measuring equipment used to make the measurement.

Blocks 1 and 2: insert ACA part number and part name.

Block 3. Insert serial number or date code, if applicable. If not applicable, insert N/A.

<b>Astronautics Corporation of America</b>	QDP 6.1.2-3 Supplement	
Approval: CONTROLLED WHEN VIEWED ON ACA INTERNET	REV. A 22 May 2009	SHEET 4 of 4
Title: FIRST ARTICLE INSPECTION FOR PROCURED OR ASTRONAUTICS BUILT NEW/CHANGED PRODUCT OR MATERIAL FORM COMPLETION GUIDANCE		

Block 4: assign a FAI number

Block 5: assign a characteristic number (1 through x, where x represents last of all characteristics). Characteristic numbers shall be assigned to all drawing characteristics. All drawing notes shall be accounted for as well. It is acceptable to use note number in lieu of a characteristic number

Block 6: add reference location from drawing. Can be referenced as a drawing zone (i.e. C3), page number, specification paragraph number, etc.

Block 7: Characteristic Designator. If applicable enter if Key, Flight Safety, Critical, Major.

Block 8: enter the drawing requirement, including the tolerance. Could also be color or finish.

Block 9: enter the result.

Block 10: enter the tool number used to make the measurement or observation.

Block 11: Nonconformance Number. Note if an out of tolerance or non-conformance is present for the characteristic measured or observed.

Block 12 and 13: name of preparer and date prepared.

Block 14: Remarks section. Enter information on calibration of tool used for measurement.

Also any other comments or remarks deemed to be applicable.