

FORM 2 - PRODUCT ACCOUNTABILITY - MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING FORM INSTRUCTIONS

This form is used if any materials, special processes, or functional testing is defined as a design characteristic.

NOTE: Data fields 1 thru 4 are repeated on all forms for convenience and traceability. Any subsequent changes to "data fields" 1 thru 4 need to be made to all pages.

1. **(R) Part Number:** Number of the FAI part [e.g., customer part number contained on the purchasing documents; part number from the associated Bill of Materials (BOM); manufacturer part number for internal parts, when customer part number is not available].
 2. **(R) Part Name:** Name of the FAI part.
 3. **(CR) Serial Number:** Serial number of the FAI part; unique identifier assigned to a detail part, sub-assembly, or assembly by the organization or customer.
 4. **(CR) FAIR Number:** Reference number that identifies the First Article Inspection Report (FAIR); this may be an internal report number.
 5. **(CR) Material or Process Name:** Name of applicable materials or special processes.
 6. **(CR) Specification Number:** Provide the following information:
 - Material specifications and material form (e.g., sheet, bar) for all materials incorporated into the FAI part (e.g., weld or braze filler).
 - Special process specifications; including class, if applicable, and permitted substitutions.
 - If standard catalogue items (e.g., fasteners) or COTS are modified, then list that standard hardware or COTS item.
- NOTE: Non-modified standard catalogue items are listed on Form 1, "Part Number Accountability".
7. **(O) Code:** Any required code from the customer for material or process listing, as applicable.
 8. **(CR) Supplier:** Identify supplier name, address, and code performing special processes or supplying material. Supplier name and address may be used, when supplier code is not available or not adequate for identification.
 9. **(CR) Customer Approval Verification:** Indicate if the special process(es) or material sources are approved by the customer. Enter "Yes" if approved; "No" if approval is required, but process source is not approved; or "NA" if customer approval is not required.
 10. **(CR) Certificate of Conformance Number:** The applicable certificate number (e.g., special process completion certification, raw material test report number, modified standard catalogue item compliance report number, traceability number).
 11. **(CR) Functional Test Procedure Number:** Functional Test Procedure number identified as a design characteristic.
 12. **(CR) Acceptance Report Number:** The functional test certification indicating that test requirements have been met.
 13. **(O) Comments:** Provide supporting comments, as applicable.

- 14. (R) Signature:** Printed name or unique identification, and signature of the person who prepared and approved this form. Signature indicates that all applicable materials, special processes, and functional testing are accounted for, meet requirements, are properly documented, and all associated nonconformances are documented on 9102 Form 3, "Characteristic Accountability, Verification, and Compatibility Evaluation".

NOTE: Electronic identification and signature are both acceptable.

- 15. (R) Date:** Date when field 14 was signed.