

FORM 3 - CHARACTERISTIC ACCOUNTABILITY, VERIFICATION, AND COMPATIBILITY EVALUATION FORM INSTRUCTIONS

This form is used to record inspection results for the design characteristics and to document any applicable nonconformances (reference 9102, 4.4).

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. **(R) Char. No.:** Unique assigned number for each design characteristic.

NOTE: A single design callout that applies to multiple characteristics may be recorded as one characteristic number.

6. **(CR) Reference Location:** Location of the design characteristic [e.g., drawing zone (page number and section), DPD model location, specification callout].
7. **(CR) Characteristic Designator:** If applicable, record characteristic type [e.g., critical items (see 9100 clause 3.3), key characteristics (see 9100 clause 3.4), flight safety, defined by customer].
8. **(R) Requirement:** Specified requirement for the design characteristic (e.g., drawing or DPD dimensional characteristic with associated nominal dimension and tolerances, drawing notes, specification requirements).

NOTE: The organization shall record the requirements in the units specified on the drawing, DPD, or specification, unless otherwise approved by the customer.

9. **(R) Results:** List measurement(s) obtained for the design characteristics.

NOTE: The organization shall record the results in the units specified on the drawing, DPD, or specification, unless otherwise approved by the customer.

- For multiple characteristics list each characteristic as individual values or list once with the minimum and maximum of measured values attained. If a characteristic is found to be nonconforming, then that characteristic shall be listed separately with the measured value noted.
- When qualified tooling (e.g., radius gauges) is used as a go/no-go gauge (reference 9102, 4.7.3.b), record the results as an attribute (e.g., pass / fail).
- When automated inspection tooling produces measurement results, those results may be referenced on 9102 Form 3, identified as pass/fail, and attached only when:
 - The characteristic numbers are clearly linked in the attached report.
 - The results in the attached reports are clearly traceable to the characteristic numbers.
 - The results are directly comparable to the design characteristic.

NOTE: Coordinate Measurement Machine (CMM) data alone would not be acceptable for a positional tolerance; the results shall show the actual positional value.

- If a design requirement requires verification testing, record the actual results on the form. If a laboratory report or certificate of test is included in the FAIR, the results may be recorded as an attribute (e.g., pass / fail) and the test reference number recorded on the forms. The laboratory report or certificate of test shall show specific values for requirements and actual results.
- For characteristics with visual verification requirements that are rated against standard photographs, list the photo number of the closest comparison. A statement of conformance is acceptable; record the reference number on the forms.
- For processes that require verification per design characteristics, include a statement of conformance (e.g., certification of conformance, verification indicator - accept).
- For characteristics verified by attribute inspection include statement of conformance (e.g., accept).

10. (CR) *Designed / Qualified Tooling:* When design tooling or specially designed tooling, including NC programming as a media of inspection, is used for attribute acceptance of the characteristic, record the tool identification number. When qualified tooling is used for attribute acceptance, record the gauge value or range (e.g., minimum/maximum value), as applicable.

11. (CR) *Nonconformance Number:* If the characteristic is found to be nonconforming, record a nonconformance document reference number.

12. (R) *Signature:* Printed name or unique identification, and signature of the person who prepared and approved this form. Signature indicates that all applicable design characteristics are accounted for and meet requirements or are properly documented (reference 9102, 4.4).

NOTE: Electronic identification and signature are both acceptable.

13. (R) *Date:* Date when field 12 was signed.

14. (O) *Additional Data / Comments:* This area is reserved for optional fields; add additional columns, as required, by the organization or customer.