

APPENDIX B – 9102 FORMS AND SUPPORTING FORM INSTRUCTIONS

FORM 1	PART NUMBER ACCOUNTABILITY
FORM 2	PRODUCT ACCOUNTABILITY – MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING
FORM 3	CHARACTERISTIC ACCOUNTABILITY, VERIFICATION, AND COMPATIBILITY EVALUATION

This appendix provides the instructions to complete the associated 9102 forms. Each input field is identified as:

- **(R) Required** – This is mandatory information.

NOTE: These fields are depicted in **bold** font.

- **(CR) Conditionally Required** – This field shall be completed when applicable to the product (e.g., serial number shall be entered when there is a serial number). When not applicable, may be left blank.

NOTE: These fields are depicted in **bold italic** font.

- **(O) Optional** – This field is provided for convenience; the field may be left blank.

NOTE: These fields are depicted in standard font.

FORM 1 – PART NUMBER ACCOUNTABILITY

Sheet ____ of ____

1. Part Number:	2. Part Name:	3. Serial Number:	4. FAIR Identifier:
5. Part Revision Level:	6. Drawing Number:	7. Drawing Revision Level:	8. Additional Changes:
9. Manufacturing Process Reference:	10. Organization Name:	11. Supplier Code:	12. Purchase Order Number:
13. Detail: <input type="checkbox"/> Assembly: <input type="checkbox"/>	14. Full FAI <input type="checkbox"/> Partial FAI: <input type="checkbox"/> Baseline Part Number (including revision level): Reason for Full / Partial FAI:		
a) If the part number above is a detail part only, go to field 19. b) If the part number above is an assembly, go to the "INDEX" section below.			
INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.			
15. Part Number:	16. Part Name:	17. Part Type:	18. FAIR Identifier:
19. Does FAIR Contain a Documented Nonconformance(s)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
20. FAIR Verified By:			21. Date:
22. FAIR Reviewed/Approved By:			23. Date:
24. Customer Approval:			25. Date:
26. Comments:			

FORM 1 – PART NUMBER ACCOUNTABILITY FORM INSTRUCTIONS

This form is used to identify the product that is having the First Article Inspection (FAI) conducted on (e.g., detail part, sub-assembly, assembly); referred to as “FAI part”.

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. **(R) FAIR Identifier:** Identifier for the First Article Inspection Report (FAIR).
5. **(CR) Part Revision Level:** The revision level of the FAI part being inspected. When the part is controlled by a part revision and the part has not been revised, indicate as such (e.g., N/C, No Change).

NOTE 1: The latest drawing or DPD revision (see field 7) does not always affect all parts contained on a drawing or DPD.

NOTE 2: This is the revision level that is identified on the part. Not all organizations use a part revision level for tracking configuration.

6. **(CR) Drawing Number:** Drawing and/or DPD number associated with the FAI part; drawing may be from customer, internal system, or design definition.

NOTE: This field identifies all the drawings (including parts list), that contain design characteristics needed for product realization. There may be more than one drawing listed in this field.

7. **(CR) Drawing Revision Level:** The revision level of the drawing or DPD associated with the FAI part. If the drawing has not been revised, indicate as such (e.g., N/C, No Change).

NOTE: This field identifies the revision levels of the drawings or DPD sets listed in field 6. When there is more than one entry in field 6, the entries in this field need to correspond to the entries presented in field 6.

8. **(CR) Additional Changes:** Provide reference numbers of any changes that are incorporated in the product, but not reflected in referenced drawing/part revision level (e.g., change in design, engineering changes, manufacturing

changes, deviation or exclusion from certain drawing or DPD requirements).

9. (R) **Manufacturing Process Reference:** Reference number that provides traceability to the manufacturing record of the FAI part (e.g., router number, manufacturing plan number). Additional information such as lot number, batch number, date code, revision level, or line number may be included, as needed, to provide traceability to the specific manufacturing lot.
10. (R) **Organization Name:** Name of the organization responsible for producing the design characteristics of the product and performing the FAI.
11. (O) **Supplier Code:** A unique number given by customer to the organization; sometimes referred to as a Vendor Code, Vendor Identification Number, or Supplier Number.
12. (O) **Purchase Order Number:** Customer purchase order number, if applicable.
13. (R) **Detail / Assembly:** Type of FAI; check, as appropriate.
14. (R) **Full FAI / Partial FAI:** Check the appropriate box (Full FAI or Partial FAI).

For a partial FAI, provide the previous part number, including revision level. For partial FAIs based on similar parts (see 4.6), provide the approved configuration or FAI part number, including revision level.

Baseline Part Number (including revision level): For a partial FAI, provide the previous FAI part number or approved configuration (including revision level).

Reason for Full / Partial FAI: Describe the reason [e.g., new part number; lapse in production; changes in design, process, or manufacturing location (see 4.6)] for the full or partial FAI.

Data Fields 15, 16, 17, and 18: This section is only required if the part number identified in field 1 is an assembly. All BOM parts (e.g., detail parts, sub-assemblies, COTS) that are part of the assembly, identified in field 1, shall be listed in this section.

15. (CR) **Part Number:** Part number included in the assembly and items from the engineering and/or manufacturing BOM included in the drawing, DPD, or next level assembly. Typically, these are the part numbers, standard catalogue item numbers, deliverable or embedded software identification, or sub-assembly numbers required to complete the product noted in field 1.

NOTE 1: Include revision level for software listed on the BOM.

NOTE 2: Materials and processes listed on Form 2 do not need to be restated on Form 1.

16. **(CR) Part Name:** Name or description of the part number entered in field 15 that is installed in the assembly.
17. **(CR) Part Type:** Enter whether the part is a detail part, sub-assembly, software, standard catalogue item, or COTS (or equivalent).
18. **(CR) FAIR Identifier:** FAIR identifier (e.g., software generated FAIR identification or number, part number, individual organizational FAIR identification naming conventions) for the detail parts and associated assemblies. If no FAIR identifier is available, input the organization's identifier for the FAI or approved configuration.
19. **(R) Does FAIR Contain a Documented Nonconformance(s)?:** When a nonconformance(s) has been documented in the FAIR, check "Yes" (reference section 4.5).
20. **(R) FAIR Verified By:** Legible identification of the person verifying the evaluation activities in section 4.4 were completed.
- NOTE: Electronic identification is acceptable.
21. **(R) Date:** Date when field 20 was populated.
22. **(R) FAIR Reviewed/Approved By:** Legible identification of the person from the organization who reviewed and approved the FAIR. Should not be the same individual identified in field 20.
- NOTE: Electronic identification is acceptable.
23. **(R) Date:** Date when field 22 was populated.
24. **(CR) Customer Approval:** Used by customer to record approval.
- NOTE: Electronic identification is acceptable.
25. **(CR) Date:** Date when field 24 was populated.
26. **(O) Comments:** Provide any supporting comments (e.g., associated nonconformance information, identification of associated documentation).

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

Sheet ____ of ____

1. Part Number:	2. Part Name:	3. Serial Number:	4. FAIR Identifier:			
5. Material or Process Name:	6. Specification Number:	7. Code:	8. Supplier:	9. Customer Approval Verification:	10. Certificate of Conformance Number:	
11. Functional Test Procedure Number:			12. Acceptance Report Number:			
13. Comments						

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

This form is used if any materials, special processes, or functional testing are 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. **(R) FAIR Identifier:** Identifier or identification number for the First Article Inspection Report (FAIR).
5. **(CR) Material or Process Name:** Name of materials (e.g., raw materials, paint, primer adhesives, weld filler) 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, braze filler).
 - Special process specifications; including class, if applicable, and permitted substitutions.
 - If Commercial-Off-the-Shelf (COTS)/standard catalogue items are modified, then list the non-modified standard hardware or COTS item part number.

NOTE: Non-modified standard catalogue item(s), when part of an assembly, are listed on Form 1, “Part Number Accountability”.
7. **(O) Code:** Any code specified for the material or process.
8. **(CR) Supplier:** Identify organization (internal or external) performing special process(es) or supplying material.
 - Name.
 - Address.
 - Code (when available).

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.

NOTE: A “No” would be handled in accordance with section 4.5.

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.

NOTE: When software is uploaded as part of a test procedure, record the software and revision level and acceptance report number.

13. **(O) Comments:** Provide supporting comments, as applicable.

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FORM 3 – CHARACTERISTIC ACCOUNTABILITY, VERIFICATION, AND COMPATIBILITY EVALUATION

1. Part Number:				2. Part Name:			3. Serial Number:	4. FAIR Identifier:
Characteristic Accountability				Inspection / Test Results			12. Additional Data / Comments:	

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 section 4.5).

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. **(R) FAIR Identifier:** Identifier or identification number for the First Article Inspection Report (FAIR).
5. **(R) Char. No.:** Unique assigned number for each design characteristic.
 - The ballooned design characteristic shall clearly be traceable to the characteristic number listed in field 5.
 - Automated inspection methods/tooling measurement report/results, shall all be clearly linked to the characteristic number in field 5, ballooned drawing, and associated measurement report/results.

NOTE: A single design callout that applies to multiple characteristics (reference section 3.16) may be recorded as one characteristic.

6. **(CR) Reference Location:** Location of the design characteristic [e.g., drawing zone (page number and section), Digital Product Definition (DPD) model location callout].
7. **(CR) Characteristic Designator:** As applicable, a unique identification for special requirements [e.g., Key Characteristic (KC), Critical Item (CI), items requiring additional design or process control] defined by customer (reference 9100 and 9103).

NOTE: Reference section 4.1.c.5.

8. **(R) Requirement:** Specified requirement for the design characteristic (e.g., drawing or DPD dimensional characteristic with associated nominal dimension and tolerances, drawing notes, requirements).

- The organization shall record the requirements in the units (e.g., metric, imperial systems) specified on the drawing or DPD, unless otherwise approved by the customer (reference section 4.7.3.a).
- The organization shall record the software revision for embedded or deliverable software.

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

The organization shall record the results in the units (e.g., metric, imperial systems) specified on the drawing, DPD, unless otherwise approved by the customer (reference section 4.7.3.a).

- 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 section 4.7.3.b), record the results as an attribute (e.g., pass/fail).
- When automated inspection equipment produces measurement results, those results may be referenced on Form 3 identified as pass/fail and attached only when:
 - The characteristic numbers are clearly linked in the attached report [e.g., characteristic identification on Coordinate Measurement System (CMS) report is the same as on this form].
 - The results in the attached reports are clearly traceable to the characteristic numbers.
 - The results are directly comparable to the design characteristic.
- A CMS report only depicting deviation from nominal in multiple axes is not acceptable; the report shall reflect an actual geometric 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 form. 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/master samples/standards; list the unique identifier 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 Numerically Controlled (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. (O) Additional Data / Comments: This area is reserved for optional fields; add additional columns, as required, by the organization or customer.

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