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Operation Description: Instruction Sheet for Completing AS9102 First Article Form

Operation Number: AS9102-001      Revision: B  
Page 1 of 5

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DOCUMENT HISTORY

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Rev	Date	Description	Document Coordinator
A	4/1/2009	Release	L. Zellmer
B	2/9/2010	Clarification of Form 1, steps 1,2,6,9,12	L. Zellmer

## PROCESS STEPS

### 1.0 Purpose

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- 1.1 These completion instructions are intended to assist in complying with the First Article inspection requirements set forth in AS9102. These are intended for clarification only, not to supersede any requirements set forth in AS9102.

### 2.0 Responsibilities

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- 2.1 It is the responsibility of the QC Department to fill out these forms.

### 3.0 Definitions

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- 3.1 None

### 4.0 Equipment/Software

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- 4.1 None

### 5.0 Instructions

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- 5.1 Page 1:

5.1.1 Field Number

- 1) Fill in the complete Dynetic Systems specified part number. This may be the Customer Part Number when requested by the customer.
- 2) Fill in the part name. This includes the descriptor field.
- 3) If part is serialized, fill in the serial number.
- 4) If supplier numbers FAI reports, fill in this section.
- 5) Fill in the revision of the part being inspected. If no revision number or letter exists, indicate "none". It should be noted that the latest drawing revision (field 7) might be different on some drawings. Contact your Dynetic Systems buyer if any questions exist.
- 6) Fill in the drawing number of the part.
- 7) Fill in the revision letter of the drawing. If no revision number or letter exists, indicate "none".
- 8) Not applicable for Dynetic Systems suppliers.
- 9) Fill in the manufacturing plan number that the part was produced with. This is on the Labor Router and includes the routing number and revision.
- 10) Fill in your supplier name.
- 11) Fill in the supplier number Dynetic Systems has assigned to your company and your CAGE code (if applicable).
- 12) Fill in the Dynetic Systems purchase order and line item number of the part being inspected. For completed motors, this field will be the Customer's Part Number.
- 13) Mark whether the part being produced is an individual piece part or an assembly consisting of multiple piece parts.
- 14) Mark whether this is a full FAI on a part not previously produced for Dynetic Systems or a delta FAI covering changes made by a design change, manufacturing process change or change in a production location. If a delta FAI is being performed, indicate the reason.

Sections 15, 16, 17 and 18 are to be filled out only if the part being inspected is an assembly. Each individual sub-assembly part will require a first article inspection report to be completed and attached to the final assembly first article report.

### PROCESS STEPS

- 15) Fill in the part number of each sub-assembly part.
- 16) Fill in the part name of the sub-assembly part.
- 17) If the sub-assembly part is serialized, fill in the serial number.
- 18) If supplier numbers FAI reports, fill in this section.
- 19) The person performing the FAI is to sign the form when completed and mark the FAI complete box.
- 20) Fill in date when signed in section 19.
- 21) The person reviewing the FAI is to sign in this section.
- 22) Fill in date of review when signed in section 21.
- 23) Dynetic Systems Quality will sign after review.
- 24) Dynetic Systems Quality will date after review.

#### 5.2 Page 2:

- 1) Fill in the complete Dynetic Systems specified part number. If form is filled electronically, this field will automatically copy from page 1.
- 2) Fill in the part name. If form is filled electronically, this field will automatically copy from page 1.
- 3) If part is serialized, fill in the serial number. If form is filled electronically, this field will automatically copy from page 1.
- 4) If supplier numbers FAI reports, fill in this section. If form is filled electronically, this field will automatically copy from page 1.
- 5) Fill in each material the part was made from and processes performed, such as heat treating, welding, NDT, anodizing, etc.
- 6) Fill in the specification of the materials and processes used. An example of this for material would be CRE steel per ASTM A581, type 416, cold finish, condition T, Rockwell "C" 24-32, An example of a process specification is NDT Magnetic Particle inspect per ASTM E144, Acceptance Criteria per MIL-STD-1907 Table 1, Grade A.
- 7) Fill in any code as specified for a process or material as indicated on drawing.
- 8) Fill in supplier code of supplier performing special process.
- 9) Indicate if supplier is NADCAP approved and/or approved by Dynetic Systems to perform special processes.
- 10) Fill in C of C number provided by supplier for raw material or process.
- 11) If testing is required by drawing or purchase order, indicate test procedure number required.
- 12) If required testing is performed per section 12, fill in completed test report number.
- 13) Fill in any comments pertinent to FAI.
- 14) Person completing FAI must sign.
- 15) Fill in Date.

## PROCESS STEPS

### 5.3 Page 3:

- 1) Fill in the complete Dynetic Systems specified part number. If form is filled electronically, this field will automatically copy from page 1.
- 2) Fill in the part name. If form is filled electronically, this field will automatically copy from page 1.
- 3) If part is serialized, fill in the serial number. If form is filled electronically, this field will automatically copy from page 1.
- 4) If supplier numbers FAI reports, fill in this section. If form is filled electronically, this field will automatically copy from page 1.
- 5) Balloon each drawing and/or specification characteristic and note and assign a sequential number. Fill in the corresponding number in this section.
- 6) Fill in the drawing coordinates and sheet number in this section.
- 7) If so indicated on drawing, fill in any characteristic designator in this section, such as Key Characteristics, Critical to Flight, Major, etc.
- 8) Fill in the design characteristic with tolerances exactly as specified on drawing, including each note.
- 9) Fill in this field with the dimension obtained from the measurement. In cases of drawing notes that do not yield a dimension, indicate compliance.
- 10) For dimensional results, fill in the equipment used for measurement. If the tooling has a supplier or Dynetic Systems provided tooling number, include it. For example, 0-1" micrometer #123. For notes, fill in how the acceptance was determined. For example, if the note stated: "NDT Magnetic Particle inspect per ASTM E144, Acceptance Criteria per MIL-STD-1907 Table 1, Grade A" this section would contain "see certification".
- 11) If a non-conformance was found, the supplier should document their reject report number and notify Dynetic Systems of the defect. If Dynetic Systems issues a Supplier Corrective Action report, the supplier should document the Dynetic Systems report number in this section. A note explaining the status of the reject should be written in section 14.
- 12) Person completing FAI must sign.
- 13) Fill in date.
- 14) See section 11.

## 6.0 Forms and Records

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- 6.1 AS9102 Rev A Form 1 Part Number Accountability
- 6.2 AS9102 Rev A Form 2 Product Accountability
- 6.3 AS9102 Rev A Form 3 Characteristic Accountability

## 7.0 Attachments

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- 7.1 None

## PROCESS STEPS

### **8.0 Related Documents**

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8.1 1-12 Inspection, First Article

### **9.0 References**

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9.1 [FAI Training website](#)