

First Article Check sheet

P/P Rev

Date		Part Number	
Reason for FA:		Description Detail	
	A. Process Change,		
	B. Print Change,		
	C. Lapse 90 days of production,		
	D. Supplier change		
	E. Problem resolution		
Responsibility			
Supplier	FNM	Check Item	
X	X	Contract has been reviewed for data requirements, incorporated into FA package, communicated to Supplier.	
X	X	FAT Check Sheet	Tab 0
X	X	Cover sheet is complete	Tab 1
X	X	Contents sheet comprehensive and complete.	Tab 2
X	X	CD0007 Req for FA (not needed for coating supplier change)	Tab 3
	X	DD1222	Tab 4
X	X	Product cert completed and serialized (AS only.)	Tab 5
X	X	Part print bubbled and matches 206B: All	Tab 6
X	X	Explanation sheet 3 has been reviewed for applicable matters	Tab 7
X	X	206b sheet 4 meets all requirements	Tab 8
X		Certificate of Compliance (COC) signed by the supplier responsible authority	Tab 9
General			
	X	Contract Number match	
X	X	PO Number match	
X	X	Part Number: match	
X	X	Print revision: match	
X	X	Supplier Name Match	
X	X	AIE identified with verification for all QAPs (gages)	
X	X	Actual values only (see exceptions list for other).	
X	X	Certifications match print and are serialized and documented on Product cert pg 7	
X	X	Original full lay out from supplier 206B	
X		Gage verification of control / calibration	
X	X	5 parts min with package (10 parts min if before coating) and 5 each assemblies (as applicable), unless otherwise instructed by contract.	
X	X	All documents legible / readable	
	X	DCMA notified for review and sign	
	X	Is it External or Internal/ See CD0007	
	X	Package scanned P/N-FA-OPorVEN-DATE and filed.	
	X	External Only: SUBMIT TO CONTRACTS	
X		Heat Treat part specimen (if applicable) to accompany cert	

Rev 12-18-09

FNM FIRST ARTICLE

Contract Number

Nomenclature

Part Number

Print revision

Supplier Name and address

Date

Approval Signature

Reason for First Article

Table of Contents

Supplier Name / mailing address

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Initials or stamp of accountable Supplier authority approver.



	FAT Check Sheet (Optional)
	Cover form
	Contents sheet
	CD0007 First Article request
	DD1222
	Part Print (Bubbled to 206b Inspection report)
	Explanation (if required)
	Form 206B (Inspection Report)
	Products Cert Sheets and Misc (list each)
	A. B. C. D. E. F. G. H. I. J. K. L. M.

CD0007 (Request for First Article)

DD1222

Preparation of First Article Test Report Package

Review the package for correlation.

Revision of 206B Drawing, Actual Drawing, and documents from supplier.

Place the documents in descending order newest date to oldest date.

Remove RCB form, checklists, e-mails and other impertinent documents from the package.

Make sure you are able to read the print. If not, print one from PDS.

Note: Do not create a DD1222 for any MK19 First Article Test Report Packages. We review the package and submit it to DCMA for approval, as is. DCMA will return it signed.

Preparation of DD1222 Instructions

Access the blank DD1222 form from the W:/quality/first article folder.

It has been designed as a template with some information entered already.

Areas that need information entered are:

Block 1 TO: This information is the government address and name of the person who receives this information (obtained from Contracts).

Block 3. Prime Contractor and Address: You will need to enter the contract number.

Look on the CD-0007. If you do not have the CD-0007 form, please ask for it from the QE. If they do not provide a copy, hold the package until they receive a completed one from Contracts.

Block 5. End Item and/or Project: You will need to enter the part number from the 206B form.

Block 9: Date Submitted: Enter today's date.

Block 10A: Quantity Submitted: Enter the quantity of parts if they are being sent with this report.

Block 11: Quantity Represented: Enter the quantity of parts inspected, usually 5.

Block 15: Date Sampled and Submitted By: Enter date and QE name.

Block 16: Remarks and/or Special Instructions: Enter the following information;

date DCMA received documents, (*DCMA will input data*)

date DCMA completed review, (*DCMA will input data*)

[NSN \(obtained from website, http://www.dlis.dla.mil/webflis/pub/pub_search.aspx, enter part number and hit "go". Copy NSN number from website and paste it into this area.](http://www.dlis.dla.mil/webflis/pub/pub_search.aspx)

enter Part Number,
and Nomenclature (part name).

Save DD1222 with Part Number from 206B form.

Print and take completed DD1222 form to DCMA along with the submitted First Article Test Report folder.

DCMA will return the package to you.

Upon receiving the package, scan the documents into the W:/quality/first article folder by part number and date. Part Number-FA-supplier name-date (See WI 4.2-0500).

Prepare a cover letter located in the same folder to submit the package to Contracts.

Take the package to Contracts for them to submit to the Government.

AS9102 Rev A First Article Inspection
Form 2: Product Accountability – Raw Material, Specifications and Special Process(s),
Functional Testing

First Article Inspection - Product accountability

1. Part Number	2. Part Name		3. Serial Number		4. FAI Report Number
5. Material or Process Name	6. Specification Number	7. Code	8. Special Process Supplier Code	9. Customer Approval Verification (Yes/No/NA)	10. Certificate of Conformance number
					001
					002
					003
					004
					005
					006
					007
					008
					009
					010
					011
					012
					013
					014
					015
					016
					017
					018
11. Functional Test Procedure Number	12. Acceptance report number, if applicable				
13. Comments					
14. Prepared By		15. Date			

Part Print

Every print requirement bubbled and legible (See General Requirements).

Size 11x17 if hard copy, 8.5 X 11 if electronic

NOTE: If F.A. part drawing references another drawing, that drawing must be attached.

Explanation list

Explanations required?

No		Initial:
Yes		See below

Item no.	Bubble No	Characteristics / Notes	Dwg Loc	QAP No.	Explanation detail (What)	Explanation detail (Why)	Comment
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Supplier must declare with supporting rational if FA part (s), methods, products :

- Example Have been reworked.
- Example Measurement method results do not exhibit the part print or standard requirement .
- Example Bonus tolerance calculations if manual layout methods are used for True position
- Example Mold forming method is used to verify a part feature.
- Example A tool is used to control a feature i.e. characteristic is controlled by the tool only
- Example Other

COC

Signed and dated by the supplier responsible authority

CERTIFICATE OF COMPLIANCE

DATE:
PURCHASE ORDER NO:

PART NUMBER:
REVISION:
NOMENCLATURE:

QUANTITY:

Example

The undersigned individual and as the authorized representative of the contractor, warrants and represents that: all the information supplied above is true and accurate; the material covered by this certification conforms to all contract requirements (including but not limited to the drawing and specifications); the information appearing herein is true and accurate; and this certification may be used as basis for such payment.

Signed name
Printed Name
Title