

Customer FAIR Completion Checklist

AS9102.report prepares the FAIR documentation package. Your team is responsible for inspecting the part, entering results, completing approvals, and submitting the final FAIR to your customer.

1. Confirm the package matches your job

Before entering inspection data, verify that the prepared package matches your released requirements:

- ☐ Part number, part name, drawing number, and drawing revision are correct.
- ☐ Part revision, PO number, lot/serial number, work order, and FAIR identifier are correct.
- ☐ Full FAI / partial FAI status is correct.
- ☐ Detail part / assembly status is correct.
- ☐ Every ballooned drawing characteristic has a matching Form 3 characteristic number.
- ☐ Material, special process, and certification requirements are listed on Form 2 when applicable.

Contact AS9102.report before completing the FAIR if anything appears inconsistent with your drawing, PO, or customer requirements.

2. Start Form 1 – Job and Traceability Fields

Enter or verify the remaining part-accountability fields:

- ☐ Serial number, lot number, or N/A, as applicable.

- ☐ Reason for full or partial FAI (e.g. new production, drawing revision, production gap, customer request).
- ☐ Assembly index information, if the FAIR is for an assembly.

3. Complete Form 2

Review all listed materials, special processes, and functional tests. Attach or reference the required objective evidence:

- ☐ Material certificates / Certified Material Test Report (CMTR).
- ☐ Heat treat, plating, coating, anodize, NDT, welding, or other process certifications.
- ☐ Functional test procedures and acceptance reports, if required.
- ☐ Customer approval evidence for processors, if required by contract, drawing, or customer flowdown.

Confirm that cert numbers, heat/lot numbers, supplier names, specifications, and quantities are traceable to the actual parts included in the FAIR.

4. Complete Form 3 inspection results

Measure the first article part using your approved inspection methods and equipment. Confirm inspection equipment is suitable and calibrated or verified per your quality system. For each characteristic:

- ☐ Enter the actual measured result or accepted verification result in the Form 3 Results column.

PUBLIC

- ☐ For notes or non-dimensional requirements, use an appropriate result such as Accept, Conforms, Verified, or a cert/reference number, based on your customer's expectations. For notes that are informational only, Acknowledged is another option.
- ☐ For reference and basic dimensions, use the notation accepted by your customer or internal procedure.
- ☐ Record designed/qualified tooling if applicable.
- ☐ If a characteristic does not conform, enter the nonconformance number and mark Form 1 accordingly.

Every Form 3 characteristic should have either a result, accepted notation, or documented nonconformance reference before submission.

5. Finish Form 1 – Nonconformance Status and Approvals

Return to Form 1 and complete the following:

- ☐ Whether the FAIR contains any documented nonconformance.
- ☐ FAIR verified by with date
- ☐ FAIR reviewed/approved by with date

The person who verifies FAIR should be different than the person who reviews/approves FAIR to comply with AS9102 Revision C.

Do not leave signature, date, approval, or nonconformance-status fields blank unless your customer specifically allows it.

6. Final submission review

Before sending the FAIR to your customer, confirm:

- ☐ All Form 3 characteristics are completed.
- ☐ All required certifications and test reports are attached.
- ☐ Revision levels, FAIR ID, PO number, lot/serial traceability, and part data are consistent throughout the package.
- ☐ All required signatures, approvals, and dates are complete.
- ☐ Any customer-specific forms or supplemental requirements are included.
- ☐ The completed Excel workbook has been saved, and a PDF copy has been created if your customer requires PDF submission.

Optional: Send the completed package back to AS9102.report for the included pre-submission completeness review before submitting it to your customer.

PUBLIC