

Firstmark Corporation QUALITY SYSTEM WORK INSTRUCTIONS	Document No. 10.01.02
	Revision: (M) Page: 1 of 5 Date Issued: 5-6-2013
Subject: First Article Inspection (Supplier)	

1. PURPOSE

- 1.1 To provide instructions for Materials, Quality, Receiving Inspection and the Supplier to correctly submit and process First Article Inspection items. This procedure is not applicable to Standard Catalog Hardware or Deliverable Software.

2. INSTRUCTIONS

- 2.1 Materials, following discussion with the supplier determines that a First Article Inspection is required due to one or more of the following issues:
This procedure is not applicable to Standard Catalog Hardware or Deliverable Software.

Standard Catalog Hardware: A part or material that conforms to a published industry standard or US national authority published specification: Mil-Std, NAS, ASTM, SAE, etc.

2.1.1 New design

2.1.2 New supplier

2.1.3 New or modified tooling

2.1.4 Change in method or process to manufacture part

2.1.5 Engineering or design change by Firstmark or Firstmark's customer including a material change (change in form, fit or function)

2.1.6 Change in location of manufacturer (Supplier has relocated)

2.1.7 Item not manufactured within the last 24 months

NOTE: If FAC Quality and Engineering determines that changes made to Design/Processes do not affect fit, form, function or interchangeability, Quality shall complete Form 10.01.03 and upload into electronic FAI database to document the change.

- 2.2 Materials communicates the requirement for First Article Inspection to the Supplier and to Receiving Inspection by listing the First Article Inspection quality code per

Firstmark Corporation

QUALITY SYSTEM WORK INSTRUCTION

Document No. **10.01.02**

Revision: (M) Page: 2 of 5

Subject: First Article Inspection

Supplier Quality Control Requirements in accordance with Assignment of Standard Quality Codes on the purchase order

- 2.3 The forms required for each Firstmark First Article Inspection Report are: 10.01.02.01 b (First Article Inspection Report) or equivalent form. Throughout this work instruction, the form(s) will be referred to as form “b.”
- 2.4 The Supplier produces the First Article sample and inspects the item 100% per the drawing and purchase order requirements then forwards to either Firstmark or to an Independent Inspection/Test Facility as directed. Completed production documentation (certifications, test data, X-Rays, etc.), completed form “b” and a copy of the marked up drawing, specification or Firstmark OS (if applicable) must be submitted by the Supplier along with the First Article sample part. Incomplete submittals may result in rejection of the entire First Article package back to the Supplier.

Note: First Article Inspection requires 100% verification, inspection or test by the Supplier of each drawing, drawing notes, specification or OS requirement in accordance with the purchase order, regardless of the Receiving Inspection requirement. These results are to be documented and forwarded to Firstmark or to an Independent Inspection/Test facility, as directed, for completion of the First Article Inspection process.

- 2.3.1 When multiple cavity-molded parts are made, a part from each cavity shall be submitted as a first article part. A separate form “b” shall be submitted and identified as such for each part.
- 2.3.2 The Supplier shall complete the following information required by form “b”.

- Sample No.** (List N/A If Only One Sample Submitted)
- Item No.** (Corresponds to the item number assigned to each unique requirement on the marked up drawing or specification)
- Requirement** (Specific dimensional, geometric or noted requirement including tolerances which are called out on the drawing, specification or by the OS (if applicable))

Firstmark Corporation

QUALITY SYSTEM WORK INSTRUCTION

Document No. **10.01.02**

Revision: (M) Page: 3 of 5

Subject: First Article Inspection

- Equipment Used/Notes (Supplier)**(Specific inspection equipment used to verify the requirement)
- Supplier Findings (Actual Data)** (Actual values recorded by Supplier during verification/inspection/test process. Record "Pass" or "Fail" accordingly for non-numeric requirements)
- Page __ of __** (Complete blanks as appropriate at bottom of form "b" if use of form "b" is required for additional space).

- 2.5 Firstmark Receiving Inspection or an Independent Inspection Facility will review form "b" from Supplier for completeness in accordance with the requirements of this work instruction.
- 2.6 If First Article Inspection data was provided by the Supplier, Firstmark Receiving Inspection or the Independent Inspection Facility shall select several part characteristics (use 10% as a guideline) and inspect them to validate the suppliers First Article results.
- 2.7 If First Article Inspection data was not provided by the Supplier, Firstmark Receiving Inspection or the Independent Inspection Facility may perform 100% inspections per the drawing, specification or OS (if applicable) requirements. Firstmark Receiving Inspection or the Independent Inspection Facility is responsible for adding the following information to forms "b":

-**Inspector Name** (also list company name if Independent Inspection Facility)

-**Date**

-**FIRSTMARK (Or Independent Inspection Or Test Facility) Findings (Actual Data)** (If a specific requirement is not listed within the Receiving Inspection Template and if the Supplier furnished adequate inspection/test data, record "N/A". Otherwise, complete the inspection process for each specific requirement and record the actual inspection/test results.

-**Equipment Used/Notes (Firstmark or Independent Inspection Or Test Facility)** (If a specific requirement is not listed within the Receiving Inspection Template and if the Supplier furnished adequate inspection/test data record "N/A." Otherwise, complete the inspection process for each specific requirement and record the actual inspection/test equipment used

Firstmark Corporation

QUALITY SYSTEM WORK INSTRUCTION

Document No. **10.01.02**

Revision: (M) Page: 4 of 5

Subject: First Article Inspection

-Nonconformances should be documented onto form “b”. If the First Article sample is nonconforming, the part or material is processed per 13.01.00 Control of Nonconforming Product.

- 2.8 Following completion of First Article process by the Independent Inspection Facility, the First Article sample and completed documentation per this work instruction (through 2.4) are submitted to Firstmark for completion of the First Article Inspection process.
- 2.8.1 Receiving Inspection reviews form “b” for completion through 2.8 in accordance with this work instruction and adds the following information to the form:
- First Article Inspection Report No.**
 - Receiver No.**
 - Results (Firstmark Pass/Fail) record either “Pass” or “Fail” for each requirement.**
- Incomplete documentation may result in rejections of the First Article package to either the Supplier or to the Independent Inspection Facility.
- 2.8.2 Receiving Inspection forwards completed form along with a copy of the marked up print to Quality for review and disposition. The First Article sample is held in Receiving Inspection until the disposition by Quality is completed.
- 2.9 Firstmark Quality reviews the completed form and either approves or rejects the First Article Inspection Report by signing and dating in the appropriate location on form. Quality reserves the right to verify inspection results prior to disposition of forms. Following disposition of the First Article Inspection Report, Supplier Quality forwards all pages of the report and marked up print to Receiving Inspection for filing. Purchasing is notified of the results of the First Article Inspection. Notification may be verbal.
- 2.10 If the First Article Inspection is not accepted, Materials shall notify the Supplier of the results and shall provide the Supplier with a copy of the completed First Article Inspection Report form if requested by the Supplier.

Revision History

Firstmark Corporation
QUALITY SYSTEM
WORK INSTRUCTION

Document No. **10.01.02**

Revision: (M) Page: 5 of 5

Subject: First Article Inspection

Revision letter	Details	Date
A	Revised to reflect current business practices.	5/14/01
B	Modified to require more information on form a from Purchasing as opposed to the Supplier. Bulletized list including the description of information which is required on form a by Purchasing, the Supplier and Receiving Inspection or the independent inspection facility.	9/24/01
C	Modified to Firstmark from TECSTAR format.	
D	Revised paragraph 2.7 to allow 10% validation of supplier First Article data.	5/15/03
E	Revised to reflect current practices.	1/31/06
F	Revised to reflect current practices.	5-5-06
G	Updated section 2.1 adding <i>This procedure is not applicable to Standard Catalog Hardware or Deliverable Software.</i>	8-11-06
H	Revised to reflect current practices	9/26/06
J	Revised to reflect current practices	6-22-07
K	2.1 added definition for Standard Catalog Hardware	1-24-09
L	Add NOTE to section 2.1 to document NON-FAI changes	7-6-2012
M	Add (Supplier) to title, consolidate ABI and Firstmark Aerospace	5-6-2013