



# First Article Inspection (FAI) Checklist

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## General Information

Basic details about the FAI, part, and supplier. This section establishes the context for the inspection.

### FAI Report Number

### Part Number

### Revision Level

### Supplier Name

### FAI Date

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### Quantity of First Article

Enter a number...

### Order Number / PO Number

Write something...

### FAI Status

- ☐ Planned
- ☐ In Progress
- ☐ Completed
- ☐ Rejected

## Document Review

Verification that all applicable drawings, specifications, process documentation, and other related documents are current and correct.

### Drawing Revision Level Verified?

- ☐ Yes
- ☐ No

### Specification Document Verified?


- ☐ Yes
- ☐ No

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### List of Documents Reviewed (e.g., Drawing, Specification, Process Plan)

Write something...

### Upload of Reviewed Document(s)

 Upload File

### Document Review Date

Enter date...

### Document Control Number (if applicable)

Write something...

### Are there any discrepancies between drawing and purchase order?

☐ Yes

☐ No

☐ N/A

## Material Verification

Confirmation that the materials used conform to specified requirements, including traceability and certifications.

### Material Certification Received?

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### Material Certificate (e.g., Mill Certificate)

 Upload File

### Material Lot Number

Enter a number...

### Material Supplier Name

Write something...

### Material Conforms to Specification?

☐ Yes

☐ No

☐ N/A

### Discrepancy Details (If Material Doesn't Conform)

Write something...

### Material Hardness (if applicable)

Enter a number...

### Material Traceability Verified?

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# Process Verification

Assessment of the manufacturing processes used to produce the first article, ensuring adherence to documented procedures.

## Describe the Manufacturing Process Sequence

Write something...

## Machine ID (e.g., Milling Machine 1)

Enter a number...

## Process Control Plan Availability?

☐ Yes

☐ No

## Used Inspection Gauges/Tools

☐ Calipers

☐ Micrometers

☐ CMM

☐ Optical Comparator

## Date of Process Run

Enter date...

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**Deviations from Standard Operating Procedures (SOPs)**

Write something...

**Operator Qualification Status?**

- ☐ Qualified
- ☐ Unqualified

**Dimensional Verification**

Measurement of critical dimensions to ensure they meet drawing tolerances and geometric dimensioning and tolerancing (GD&T) requirements.

**Length (Dimension A)**

Enter a number...

**Width (Dimension B)**

Enter a number...

**Height (Dimension C)**

Enter a number...

**Diameter (Dimension D)**

Enter a number

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### Wall Thickness (Dimension E)

Enter a number...


### GD&T Compliance - Position

- ☐ Pass
- ☐ Fail
- ☐ N/A

### GD&T Compliance - Parallelism

- ☐ Pass
- ☐ Fail
- ☐ N/A

### Dimensional Measurement Report

 Upload File

## Functional Verification

Testing of the first article to confirm it performs its intended function(s) as defined in the requirements.

### Describe the Functional Test Procedure Followed

Write something...

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### Test Result: Voltage Output (V)

Enter a number...

### Test Result: Pressure Output (PSI)

Enter a number...

### Operating Temperature During Test

- ☐ Room Temperature (20-25°C)
- ☐ Elevated Temperature (e.g., 50°C)
- ☐ Low Temperature (e.g., -20°C)

### Functional Tests Performed (Check all that apply)

- ☐ Power On/Off
- ☐ Speed/Cycle Rate
- ☐ Load Capacity
- ☐ Communication Testing
- ☐ Safety Features

### Overall Functional Test Result

- ☐ Pass
- ☐ Fail
- ☐ Partial Pass
- ☐ Not Applicable

### Attach Video of Functional Test (if applicable)

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# Surface Finish & Appearance

Evaluation of surface finish, appearance, and any special treatments applied to the first article.

## Ra Value (Microns)

## Rz Value (Microns)

## Surface Coating Type (if applicable)

- ☐ None
- ☐ Paint
- ☐ Anodize
- ☐ Electroplating
- ☐ Other (Specify in LONG\_TEXT)

## Surface Coating Specification (if applicable)

## Color Match (if applicable)


- ☐ Match
- ☐ Slight Variation
- ☐ Significant Variation - Document in LONG\_TEXT

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### Description of Appearance Discrepancies (if any)

Write something...

### Appearance Photographs (Multiple)

 Upload File

### Surface Defects Observed?

☐ Yes

☐ No

## Assembly Verification (if applicable)

Inspection of any assembled components to ensure correct assembly, fit, and function.

### Confirm all fasteners are present and correctly installed.

☐ Yes

☐ No

☐ Not Applicable

### Number of Sub-Assemblies Verified (e.g., 100%)

Enter a number...

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### Alignment/Fit of Components (Overall)

- ☐ Excellent
- ☐ Acceptable
- ☐ Poor
- ☐ Not Applicable

### Detailed observations of component fit and alignment.

Write something...

### Upload photos of critical assembly points.

 Upload File

### Torque Verification (if applicable)

- ☐ Verified and within specification
- ☐ Not Applicable
- ☐ Out of Specification

### Torque Values Used (Record Actual Values)

Write something...

### Checklist of Specific Sub-assemblies to be verified (Select All That Apply)

- ☐ Sub-Assembly A
- ☐ Sub-Assembly B

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# Non-Destructive Testing (NDT) (if applicable)

Performance of required non-destructive tests, such as X-ray, dye penetrant, or ultrasonic testing, as specified in the requirements.

## NDT Method Required?

- ☐ Yes
- ☐ No

## Selected NDT Method(s)

- ☐ Visual Inspection
- ☐ Dye Penetrant Inspection
- ☐ Magnetic Particle Inspection
- ☐ Ultrasonic Testing
- ☐ Radiographic Testing (X-ray)
- ☐ Other (Specify)

## Specific NDT Requirements (from drawing/specification)

Write something...

## NDT Procedure Documentation

 Upload File

## Ultrasonic Thickness Measurement (if applicable)

Enter a number...

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### NDT Results & Anomalies Observed

Write something...

### Acceptance Criteria Met?

☐ Yes

☐ No

### Deviation from Acceptance Criteria (if applicable)

Write something...

### NDT Inspector Signature

## Documentation & Traceability

Verification of proper documentation, including inspection records, test results, and traceability of components and materials.

### FAI Report Number

Write something...

### FAI Completion Date

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### Summary of Deviations & Corrective Actions (if any)

Write something...

### Calibration Certificates for Measuring Equipment

 Upload File

### Material Certificate Status

- ☐ Certificate Received & Verified
- ☐ Certificate Pending
- ☐ Certificate Not Required

### Lot Number (if applicable)

Enter a number...

### Traceability Records Verified?

- ☐ Material Traceability
- ☐ Process Traceability
- ☐ Equipment Traceability

### Supplier Part Number

Write something...

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Inspector Signature

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(MOC)  
Checklist**

**Personal  
Protective  
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Compliance  
Checklist**

**A3  
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Report  
Checklist**

**Ergonomic  
Assessment  
Checklist**

**Lockout/Tagout  
(LOTO)  
Checklist**

**Maintenance  
Pre-Startup  
Safety  
Review  
(PSSR)**

**FMEA  
(Failure  
Mode And  
Effects  
Analysis)  
Checklist**

**Calibration  
Checklist**

WE CAN DO IT TOGETHER

## NEED HELP WITH CHECKLISTS?

Have a question? We're here to help. Please submit your inquiry, and we'll respond promptly.

SEND YOUR REQUEST

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