

First Article Inspection (FAI) Checklist

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

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

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?

Yes

No

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?

- Yes
- No

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...

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...

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...

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)

 Upload File

Surface Finish & Appearance

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

Ra Value (Microns)

Enter a number...

Rz Value (Microns)

Enter a number...

Surface Coating Type (if applicable)

- None
- Paint
- Anodize
- Electroplating
- Other (Specify in LONG_TEXT)

Surface Coating Specification (if applicable)

Write something...


Color Match (if applicable)

- Match
- Slight Variation
- Significant Variation - Document in LONG_TEXT

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...

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
- Sub-Assembly C
- All Sub-Assemblies

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...

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

FAI Completion Date

Summary of Deviations & Corrective Actions (if any)

Calibration Certificates for Measuring Equipment

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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...

Inspector Signature
