

**SUPPLIER FIRST ARTICLE INSPECTION (FAI) CHECKLIST**

***PLEASE:*** a. Complete this checklist prior to submitting FAI Package  
 b. Do NOT ship product prior to receiving FAI Approval from SAPA

**Supplier:** \_\_\_\_\_ **Part No:** \_\_\_\_\_ **PO No:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Rev:** \_\_\_\_\_

Requirement	Expectation	Initial
Part Revision / Drawing Revision	Verify Part Rev. on all documents exactly matches the Purchase Order Revision Verify Drawing Rev. matches Drawing Rev. flowed in P.O. <u>plus</u> any additional CNS	
Quality Clauses on PO	Review & understand each Clause on the PO; verify that the parts submitted fully comply with requirements.	
AS9102 Form 3 or equivalent	Complete each form per AS9102 Standard Form 3 or equivalent.	
Bubble Drawing	Uniquely bubble / balloon each drawing note and characteristic, including subassemblies.	
Part Marking	Take a picture of the actual part marking, include with FAI submission.	
Material Certification	Provide Certs compliant with Drawing Specification & DFAR Compliance, if applicable. Manufacture of item to be shown on the Certification.	
Special Process Certification	Provide Certs compliant with Drawing Specification.	
Supplier C of C	Includes SAPA Part #, Revision, Purchase Order #, Quantity, Signature & Date	
Prepare FAI Package - In Following Order:	1 AS9102 Form 3 or equivalent	
	2 Bubbled Drawing (including Parts List, Sub-Level Drawings, and Notes)	
	3 Supplier Certificate of Conformance	
	4 Material Certification(s)	
	5 Heat Treat Certification(s)	
	6 Special Process Certification(s)	
	7 Photo of Part Marking/Other Marking	
Submit FAI Package	Send Data package to <a href="mailto:Quality@sapatransmission.com">Quality@sapatransmission.com</a> and the Procurement Specialist	
Notify Buyer by Email		

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAPA Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_