AS/EN 9102 First Article Inspection
Form 3: CHARACTERISTIC ACCOUNTABILITY
Verification and Compatibility Evaluation

1. Part Number:				2. Part Name:			3. Serial Number:	4. FAI Report Number:
Characteristic Accountability				**Inspection / Test Results**			**Optional Fields**	
5. Char No.	**6. Reference Location**	**7.Characteristic Designator**	**8. Requirement**	**9. Results**	**10. Designed /Qualified Tooling**	**11. Non Conformance Number**	**14. Additional Data / Comments**	
The signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition								
12. Signature:								**13. Date:**

NOTE: Data fields 1 thru 4 are repeated on all forms for convenience and traceability. Any subsequent changes to “data fields” 1 thru 4 need to be made to all pages.

1. (R) **Part Number**: Number of the FAI part [e.g., customer part number contained on the purchasing documents; part number from the associated Bill of Materials (BOM); manufacturer part number for internal parts, when customer part number is not available].
2. (R) **Part Name**: Name of the FAI part.
3. (CR) **Serial Number**: Serial number of the FAI part; unique identifier assigned to a detail part, sub-assembly, assembly, or installation by the organisation or customer.
4. (CR) **FAIR Number**: Reference number that identifies the First Article Inspection Report (FAIR); this may be an internal report number.
5. (R) **Char. No**.: Unique assigned number for each design characteristic.

   NOTE: A single design callout that applies to multiple characteristics may be recorded as one characteristic number.
6. (CR) **Reference Location**: Location of the design characteristic [e.g., drawing zone (page number and section), DPD model location, specification callout].
7. (CR) **Characteristic Designator**: If applicable, record characteristic type [e.g., critical items, key characteristics, flight safety, defined by customer].
8. (R) **Requirement**: Specified requirement for the design characteristic (e.g., drawing or DPD dimensional characteristic with associated nominal dimension and tolerances, drawing notes, specification requirements).

   NOTE: The organisation shall record the requirements in the units specified on the drawing, DPD, or specification, unless otherwise approved by the customer.
9. (R) **Results**: List measurement(s) obtained for the design characteristics.

   NOTE: The organisation shall record the results in the units specified on the drawing, DPD, or specification, unless otherwise approved by the customer.

   For multiple characteristics list each characteristic as individual values or list once with the minimum and maximum of measured values attained. If a characteristic is found to be nonconforming, then that characteristic must be listed separately with the measured value noted.

   When qualified tooling (e.g., radius gauges) is used as a go/no-go gauge, record the results as an attribute (e.g., pass / fail).

   NOTE: Coordinate Measurement Machine (CMM) data alone would not be acceptable for a positional tolerance; the results must show the actual positional value.

   If a design requirement requires verification testing, record the actual results on the form. If a laboratory report or certificate of test is included in the FAIR, the results may be recorded as an attribute (e.g., pass / fail) and the test reference number recorded on the forms. The laboratory report or certificate of test must show specific values for requirements and actual results.

   For characteristics with visual verification requirements that are rated against standard photographs, list the photo number of the closest comparison. A statement of conformance is acceptable; record the reference number on the forms.

   For processes that require verification per design characteristics,

   Include statement of conformance (e.g., certification of conformance, verification indicator - accept).

   For characteristics verified by attribute inspection include statement of conformance (e.g., accept).
10. (CR) **Designed / Qualified Tooling**: When design tooling or specially designed tooling, including NC programming as a media of inspection, is used for attribute acceptance of the characteristic, record the tool identification number. When qualified tooling is used for attribute acceptance, record the gauge value or range (e.g., minimum / maximum value), as applicable.
11. (CR) **Non-conformance Number**: If the characteristic is found to be nonconforming, record a non-conformance document reference number.
12. (R) **Signature**: Printed name or unique identification, and signature of the person who prepared and approved this form.

    NOTE: Electronic identification and signature are both acceptable.
13. (R) **Date**: Date when this form was prepared.
14. (O) **Additional Data / Comments**: This area is reserved for optional fields; add additional columns as required by the organisation or customer.