

Form 1 : Part Number Accountability

1. Part Number	2. Part Name	3. Serial Number	4. FAI Report Number
5. Part Revision Level	6. Drawing Number	7. Drawing revision level	8. Additional Changes
9. Manufacturing Process Reference	10. Organization Name	11. Supplier Code	12. P.O. Number & Line Item
13. Detail FAI <input type="checkbox"/>	14. Full FAI <input type="checkbox"/>		
	Partial FAI <input type="checkbox"/>		
	Baseline Part Number including revision level		
Assembly FAI <input type="checkbox"/>	Reason for partial FAI:		

a) if above part number is a detail part only, go to Field 19
b) if above part number is an assembly, go to the "INDEX" section below.

INDEX of part number or sub-assembly number required to make the assembly noted above.

15. Part Number	16. Part Name	17. Part Serial Number	18. FAI Report Number

1) Signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.

2) Also indicate if the FAI is complete per Section 5.4:

FAI complete

FAI Not Complete

19. Signature

20. Date

21. Reviewed by

22. Date

23. Customer Approval

24. Date

Form 2: Product Accountability - Raw Material, Specification and Special Process (es),

Functional Testing

1. Part Number	2. Part Name	3. Serial Number		4. FAI Report Number	
5. Material or Process Name	6. Specification Number	7. Code	8. Special Process Supplier Code	9. Customer Approval Verification (Yes/No/Na)	10. Certificate of Conformance Number
11. Functional Test Procedure Number	12. Acceptance report number, if applicable				
13. Comments					
14. Prepared By			15 Date		

1. Part Number				2. Part Name			3. Serial Number	4. FAI Report
Characteristic Accountability				Inspection / Test Results			14. [Inserts columns, etc, as required by Organization or Customer]	
5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirement	9. Results	10. Designed Tooling	11. Non-Conformance Number		

The signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.

12. Prepared By

13. Date