

# Document Change Notice (DCN) Form

Form QC – 1299 Rev. E 5/26/16

This DCN form is to be used for minor proposed change to a QMS or EMS procedure. Please see OP 02.1 for instructions for use.

Document Title: First Article Inspections	· ·		Rev:		Doc. No: OP 10.3
DCN No:	New Rev:	Release Date:		Next Review	(if applicable):
40.4004		44.00.000			
16-12QA	G	11-28-2016		n/a	Date:
Originator: L. Novak					11-28-16
Description Of Change:		1.000			<u>.                                    </u>
- Remove 3.3.1 and change - Change "AS9102A:2004" - Change last sentence in to ", a lapse of production corrective action which had change last sentence in requirement" to "Procured orders, not intended for on that are not considered parequired." - also note revised forms in	to "AS9102" 2.1 from "o on of two (2) ye d been require 2.2 from "Pro standard cata going product rt of first product	in 5.1, 5.1.1, 5.1.2, & 5.1 or a lapse of production of ears or as specified by the ed to complete a previous ocured standard catalog halog items, COTS, delivertion (e.g. out-of-production cution run is excluded from	.3.  two years or e Customer, es FAI (e.g. postardware (startable software m spares), and m this require	or an impleme ssibly from a ndard parts) is e, unique sing d developme	entation of a nonconformance)." s excluded from this le run production nt / prototype parts
- Release of AS9102B:20 - DPD will covered in nex	14.	ve are presently not using	<b>}</b> .		
Originator Review / Appr	oval:			<del></del>	1 -70
L. Novak		Me	7	11-28-16	
Print Name		Signature		Date	
Process Owner Review	Approval:				
F. Willms		Tenl Wil	lus	11.29-1	6
Print Name		Signature		Date	
Head of Quality Review	Approval:				
L. Novak		MI		11/28/16	
Print Name		// Signature		Date	_

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Approvals:		<u> </u>	
Operations	Print	John McKinley	Signature Date: (11)
Engineering	Print	Anthony Clarke	Signature Date: 5/20/15
Quality	Print	Lars Novak	Signature Mark Date: 5-14-15
Process Owner	Print	Lars Novak	Signature Date 5-14-15
Finance	Print	N/A	Signature N/A Date: N/A
Program Management	Print	Dave Moeller	Signature Vanil (Mallh Date: 6/11/15
Contracts	Print	N/A	Signature / N/A Date: N/A
Human Resources:	Print	N/A	Signature N/A Date: N/A
Legal	Print	N/A	Signature N/A Date: N/A
Purchasing::	Print	Lisa Ardino	Signature Lun Auluw Date: 4/11/15
Inspection:	Print	Peter Kelley	Signature Politically 05/19/2015
FAA:	Print	N/A	Signature N/A Date: N/A
Author:	Print	Norman Harris	Signature Mornan Horris Date: 6/14/15
			Release Date (initial/date):

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Notes: AS9100C, AS9102A:2004 Compliant

#### 1.0 PURPOSE:

The purpose of this document is to provide objective evidence that all engineering design and specification requirements are understood, accounted for, verified and documented.

#### 2.0 SCOPE:

- 2.1 This procedure applies to all levels of parts within an assembly, including castings and forgings, and to organizations that are responsible for producing the product per the design documentation. This requirement applies to Breeze-Eastern and its sub-tier suppliers for products which are new, changed, either in design, manufacturing site, processes (including numerical control programs or media transfer) or supplier in such a way that it affects form, fit or function, natural or man-made event (which may affect manufacturing process) or a lapse in production of two years or as specified by the customer.
- 2.2 All products, for which first article inspection are needed or required by contract or regulation, shall conform to the requirements of this procedure. Procured standard catalog hardware (standard parts) is excluded from this requirement.

#### 3.0 REFERENCES & DEFINITIONS:

#### 3.1 **Procedures**

- 3.1.1 OP 10.1 Inspection and Testing
- 3.1.2 OP 11.1 Control of Inspection Measuring and Test Equipment
- 3.1.3 OP 13.1 Control of Nonconforming Materials and Processes
- 3.1.4 OP 14.1 Corrective and Preventive Action
- 3.1.5 OP 16.1 Control of Records
- 3.1.6 OP 17.1 Compliance Evaluation Audits
- 3.1.7 OP 18.1 Training Program
- 3.1.8 QP-137 Purchase Order Quality Codes

#### **3.2 Forms**

- 3.2.1 QC-1351 Part Number Accountability
- 3.2.2 QC-1352 Product Accountability Raw Material Specifications & Special Process(es) and Functional Testing

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3.2.3 QC-1353 Characteristic Accountability Verification and Compatibility Evaluation

#### 3.3 **Other Documents**

- 3.3.1 AS9102A:2004 Aerospace First Article Inspection Requirement.
- 3.3.2 NIST National Institute of Standards & Technology

#### 3.4 **Abbreviations and Definitions**

- 3.4.1 Attribute Data A result from a characteristic or property that is appraised only as to whether it does or does not conform to a given requirement (for example, go/no-go, accept/reject, pass/fail, etc.). Attribute data may be used if no inspection technique using variable data is feasible. Attribute data is also allowed when specific numerical limits are not specified (e.g., break all sharp edges).
- 3.4.2 Characteristic Designator The identification of type of characteristic being measures (e.g., key, critical, major, etc.).
- 3.4.3 Deliverable Software Embedded or loadable airborne, space borne or ground support software components that are part of an aircraft Type Design, weapon system, missile or spacecraft.
- 3.4.4 Design Characteristics Those dimensional, visual, functional, mechanical, and material features or properties, which describe and constitute the design of the article as specified the drawing. These characteristics can be measured, inspected, tested, or verified to determine conformance to the design requirement. Dimensional features include inprocess locating features such as target-machined (or forged/cast) dimensions or forgings and casting, and, weld/braze joint preparation necessary for acceptance or finished joint. Material features or properties may include processing variables and sequences, which are specified by the drawing (e.g., heat treat temperature, fluorescent penetrant class, ultrasonic scans, and sequence of welding and heat treat).
- 3.4.5 Delta First Article For revised product first article inspections, only those characteristics which have been revised or changed, since the previous revision, shall be required to be documented on the new First Article Inspection Report.

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- 3.4.6 Drawing Requirement Requirements of the drawing including parts lists, specifications, or purchasing document to which the article is to be made. These include any notes, specifications, and lower-level drawings invoked on the face of the drawing.
- 3.4.7 First Article Inspection A complete, independent, and documented physical and functional inspection process to verify that prescribed production methods have produced an acceptable item as specified by engineering drawings, specifications and other applicable design documents. Purchase Order requirements apply, as well, for purchased items.
- 3.4.8 First Article Inspection Report The documented result of the FAI performed in accordance with this procedure (QC 1351, QC 1352 & QC 1353). An alternate supplier form providing the equivalent data is acceptable or forms per AS9102.
- 3.4.9 First Production Run Parts The first group of one or more parts that are the result of a planned process designed to be used for future production of these same parts. Prototype parts, or parts built using methods different from that intended for the normal production process shall not be considered as part of the first production run.
- 3.4.10 Inaccessible Characteristic A characteristic that cannot be evaluated at any time after it is generated without destroying the part. Inaccessible dimensions may include internal dimensions of castings, internal dimensions of a welded or brazed assembly which are called out for the assembly. Inaccessible non-dimensional characteristics include material strength, certain metallurgical features and manufacturing processes, including nondestructive testing.
- 3.4.11 Multiple Characteristics Identical characteristics that occur at more than one location (e.g., "4 Places") but are established by a single set of drawing requirements (e.g., rivet hole size, dovetail slot, corner radii, chemical milling pocket thickness).
- 3.4.12 Product The result of a process, which includes finished detailed parts and assemblies. This also includes forgings and castings.
- 3.4.13 Inspection Examination of an object to determine whether it conforms to standards, applicable engineering specifications, etc. Inspection applies to

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attributes, measurement produces variable data, and testing can produce variable or attribute data. "First Article Inspection" is used for all of these measurements.

- 3.4.14 Reference Characteristics The characteristics that are used for "information only" or to show relationship. These are dimensions without tolerances and refer to other dimensions on the drawings. Reference characteristics may be omitted from the FAI.
- 3.4.15 Standard Catalog Hardware A part or material that conforms to an established industry or national authority published specification, having all characteristics identified by text description, National/Military or Commercial Standard Drawing, or catalog item.
- 3.4.16 Variable Data Quantitative measurements taken on a continuous scale. For example, the diameter of a cylinder or the gap between mating parts. Variable data shall be used unless no other inspection technique is feasible, then attribute data may be utilized. Attribute data is also allowed when specific numerical limits are not specified (e.g., break all sharp edges).
- 3.4.17 Prototype Parts Parts manufactured using methods different from those intended for the normal production process. Prototype parts shall not be used for FAI purposes.
- 3.4.18 All first article inspection reports, including hand-written data, taken during the inspection shall be maintained on file by Breeze-Eastern Inspection/ Quality and/ or the supplier (where applicable), in accordance with the requirements of OP 16.1. These records may be stored electronically in a controlled and secure environment or in another media form other than paper. Where required by contract or regulatory authority, these reports will be made available for review.
- 3.4.19 Where contract or regulatory requirements are specified for first article inspections which differ from those set forth herein, those requirements shall take precedence over this procedure. The format of the report shall be in agreement with the requirements of AS 9102A:2004 or this procedure and remain as described unless specified by contract. Additional regulations may be added as necessary to meet B-E or customer / regulatory requirements.

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- 3.4.20 All design and drawing characteristics, notes or special requirements noted on the FAIR form must be accepted without exception. Any out-of-tolerance or out-of-specification condition shall be considered a non-conformance and documented per OP 13.1. The non-conformance(s) shall be resolved and corrective action established per OP 14.1 before acceptance of the first article can occur.
- 3.4.21 A FAIR shall be required and maintained for all tooling, fixtures, gages or jigs built to support B-E products and shall be on file at the supplier for supplier built items or at B-E for B-E built items per the requirements of OP 16.1.
- 3.4.22 Where complete or higher level sub-assemblies are purchased from a supplier, the First Article Inspection shall be performed to the top level drawing of the supplied part/assembly. All subassembly, piece part levels and purchased parts provided by the supplier as a part of the delivered part/assembly shall have a FAIR generated and on file at the supplier. This requirement is identified by the Quality Clause 59 of QP-137.
- 3.4.23 Parts which have been identified on the Purchase Order as requiring a FAI shall be shipped with a copy of the FAI to Breeze-Eastern without benefit of the Certified Supplier or Source Inspection Process. This is to assure that the items are sent to Receiving Inspection for review.
- 3.4.24 Upon successful completion of the FAI and at the time of shipment, a supplier is required to email the FAI and all associated documentation to the following: **FAI\_Submittal@breeze-eastern.com**. The FAI should be a PDF file and named in the following format: PO Part Number \_ Rev (Rev. of P/N) \_Supplier Code.pdf, i.e., BL-9149-1\_Rev N\_CB00469.pdf

#### 4.0 REGULATIONS & RESPONSIBILITIES:

- 4.1 **Regulatory Requirements** 
  - 4.1.1 AS9102A:2004 Aerospace First Article Inspection Requirement.
- 4.2 **Departmental Responsibilities** 
  - 4.2.1 Engineering is responsible for providing design documentation that fully defines the product, including all the required design characteristics.

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- 4.2.2 `Quality Control Inspection is responsible to perform, approve and maintain all FAIR requirements for Breeze-Eastern in-house manufactured products. This includes processing of the items into IFS.
- 4.2.3 Quality Engineering is responsible to review, approve and maintain items that have been completed and submitted by the supplier at the part-number level specified on the applicable purchase. This includes processing of the items into IFS.
- 4.2.4 Suppliers are responsible for performing, reviewing, transmittal to B-E and storage of all FAIR(s) per QP-137, Quality Code 59 or 80 as specified on the Purchase Order, for all supplied parts/assemblies. Suppliers are also required to maintain a FAIR for all parts/assemblies used in the end item.
- 4.2.5 Suppliers are responsible to flow-down of the FAIR requirement to subtier contractors.

#### **5.0 PROCEDURE:**

- 5.1 Upon release of a new (First Production Run) or revised product, change of manufacturing location, processes, materials and when required by Breeze-Eastern, a first article inspection report shall be generated. The format of this report shall comply with the requirements of AS 9102A:2004 or take the following form:
  - 5.1.1 For the part being inspected, identify the parts and any sub-assemblies on Form QC-1351, Part Number Accountability, Appendix A, or the AS 9102A:2004 equivalent.
  - 5.1.2 The identification of raw material specifications, special process(es) and functional testing shall be recorded on Form QC-1352, Raw Material Specifications and Special Process(es) and Functional Testing, appendix B, or the AS 9102A:2004 equivalent.
  - 5.1.3 All characteristics listed on the released final print for the product shall be identified on the Form QC-1353, Characteristic Accountability Verification and Compatibility Evaluation, Appendix C, or the AS 9102A:2004 equivalent.
- 5.2 All characteristics shall be numbered and uniquely identified to the final print by marking the print with the character number. For Delta First Articles the changes

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- may be accounted for and identified by the use of the marked up ECO being used in place of a marked up drawing.
- 5.3 The Design Characteristic shall be defined on the Form QC-1353, including the dimensional characteristics with nominal and tolerances included, drawing notes, specification requirements, notes, etc.
- 5.4 Special requirements listed on the print specification shall be included on Form OC-1352.
- 5.5 Process certifications utilized as evidence of conformance shall be verified against the applicable standard(s) to additionally determine conformance.
- 5.6 Inaccessible characteristics shall be validated through lower level FAIRs conducted during the manufacturing process. These lower level FAIRs should be listed on Form QC-1351.
- 5.7 Material certifications utilized as evidence of conformance shall be verified against the applicable standard(s) to additionally determine conformance.
- 5.8 Manufacturing travelers, routing sheets and work instructions (routings) supporting operations performed during the manufacturing process shall be retained as part of the FAIR documentation package and maintained in accordance with OP 16.1.
- 5.9 Product Acceptance Test Procedures and the data sheets shall be identified on Form QC-1352 and retained as part of the FAIR documentation package in accordance with OP 16.1.
- 5.10 Inspections and tests performed as part of a Quality or Manufacturing Procedure/ Work Instruction shall be retained as part of the FAIR documentation package and maintained in accordance with OP 16.1.
- 5.11 Suppliers performing an FAIR that is required to be forwarded to Breeze-Eastern shall include copies of all associated process and material certifications. Any additional contract requirements shall be listed on the FAIR form.
- 5.12 Parts being submitted for FAI should be randomly selected from the lot of products under inspection. Inspections shall be in accordance with OP 10.1.
- 5.13 Following the completion of the inspection/evaluation, the inspector will approve/disapprove the FAIR based upon the inspection results. This approval shall take the form of a signature, and the inspector's stamp being applied to the completed forms. Suppliers may utilize a signature and date only.

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- 5.14 A FAIR with a non-conformance shall not be approved until all non-conformances have been documented per OP 13.1 and resolved in accordance with the requirements of OP 14.1.
- 5.15 Completed FAIR packages will be reviewed, approved and stored by Quality Control Inspection for items completed by Breeze-Eastern. Quality Engineering will review, approve and store items completed by the supplier at the part-number level specified on the applicable purchase order. The supplier will also store FAIR packages, including all lower-level subassembly, piece part and purchased parts provided within the part purchased by Breeze-Eastern. Storage may be by utilizing electronic copies of the signed FAIR. Records retention shall be in accordance with OP 16.1, Indefinite.
- 5.16 The reviewed FAIR packages shall be uploaded into the Breeze-Eastern IFS System and attached to the Inventory Part record for that part. FAIRs which are not for a part which is an Inventory Part shall be stored in the F:\FAI\_Approvals@B-E directory under the appropriate sub-directory.
- 5.17 Reports for a given product or assembly which identifies all approved FAIR(s) for all included parts or assemblies may be obtained via the IFS System, Info Services/Quick Report Navigator/ Quality/ BOM/FAIR Expiration Report. This report displays all levels and all approved FAIR(s).
- 5.18 A report which lists all approved FAIR(s) may be provided via the IFS System, Info Services/Quick Report Navigator/ Quality/ FAIR Documents. This report displays all approved FAIR(s) in part number sequence.
- 5.19 Training for the First Article Inspection procedure shall be accomplished in accordance with OP 18.1.
- 5.20 The First Article Inspection process shall be subject to audit in accordance with the requirements of OP 17.1.

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APPENDIX A -Form QC-1351, Part Number Accountability



# FIRST ARTICLE INSPECTION FORM QC-1351 PART NUMBER ACCOUNTABILITY

Sheet 1 of X

					Meet Tot X	
Part No.     Required: The P/N as identified on the P.O.	Part Name     Required: The Name fr     Drawing		erial No. Optional: \$/N applicable	25	4. FAI Report No. Optional: If defined	
5. Part Revision Level Required: Part Rev from Tabulated Drawings or Drawing Rev from un- tabulated Drawing.	6. Drawing No. Required: As Defined the Drawing	on Re	7. Drawing Rev. Required: Drawing Rev. from Drawing + Incorporated Changes		Additional Changes     Change Orders     incorporated in Part	
<ol> <li>Manufacturing Process R Required: The manufacture process reference no. that traceability to the mfg. recorder number.</li> </ol>	Required: The Name defined on the PO				12. P.O. No. Required: The PO number the FAI part was ordered on.	
13. Detail FAI Assembly FAI Required: Detail Part or Assembly  Reason for Partial FAI: I.E.	14. Full FAI Baseline Part No. Inc. Partial FAI If Partial: Original Pa Required: which C.O's have be Partial or Full to incorporate CO XXXXXXX			Partn	umber and Rev to	
a.) If above part no. is a b.) if above part no. is ar Index of part numbers or su	assembly, go to the "in	dex" sec		noted	above	
15. Part Number	16. Part Name		Serial Number		8. FAI Report Number	
As Required: Part numbers of parts listed in the Bill of Materials less the MS, AN, and Catelog Parts.	As Required: Name of parts from drawing.	As Rec applic	quired: S/N as able	R N Ti	equired: FAI Report umber as applicable. hese are FAIR's normally stained at the supplier	
This typically means any part with a B-E Part Number	Note: Rows can be added or eliminated by going to Review and Stopping Restrictions.	re-inst	tions need to b ituted before g data to the	e		
N/A						
N/A						
N/A						
N/A  1. Signature indicates the properly documented for		accounte	ed for, meet dro	wing	requirements or are	
2. Also indicate if the FAI is	complete: 🔲 FAI complete	e L FA	l not complete			
19. Signature	Required: Originator of	the FAIR		20. Do	ate Date performed	
21. Reviewed by:	Optional: Reviewer at 9	Supplier	plier 22. Date Date I		ate Date Reviewed	
23. Customer Approval	B-E Reviewer			24. Date Dave Approved		

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APPENDIX B - Form QC-1352, Product Accountability -



# FIRST ARTICLE INSPECTION FORM QC 1352 PRODUCT ACCOUNTABILITY - RAW MATERIAL SPECIFICATIONS AND SPECIAL PROCESS(ES) AND FUNCTIONAL TESTING

Sheet 1 of X

Part Number		2. Part N				Number				l Repo		
Required: The Part Number   Required: The		The I	Name From	Optional: S/N as applicable			≘	Optional: FAIR NO. from				
from the PO Drawing			ng				QC-1351					
5.	6.			7.	8.		9.				10.	
Material or Process	Speci	ification N	o.	Code	Special I	Process	Custon	ner A	ppro	oval	Certification of	
Name	'				Supplier Code	Code	Verification				Conformance	
							Yes	No		N/A		
Required: Name of		ired: The		Optional:		al: When	When	Whe	en	When	Required: Must	
the Material or		rial or		When	Requ	uired:	Req.:	Req	۹.	Req.	be provided for	
Process required by	Proce	ss Spec. as		Required.							each item on	
Drawing.	defin	ed on the						l			this page. Must	
	Draw	ing, includi	ng,					l			be included with	
	Class,	Type, Forn	n,								FAIR.	
	etc. I	f the define	ed									
	Spec.	has been						l				
		ceed, inclu										
	the o	riginal Spec	.					l				
	followed by the											
	super	ceeding Sp	ec.									
N/A												
Must include MS,									П			
AN, and Std. Catelog	l							l				
Parts.												
N/A on all unused												
lines.												
N/A			$\neg$						П			
N/A			$\neg$						一			
11.	12.							-				
Functional Test	Acce	eptance Re	eport	Number, if o	applicable	9						
Procedure Number												
ATPs specified on									Π			
Drawing or												
performed by												
supplier. Include												
copy with FAIR.												
N/A												
N/A												
13. Comments: Optio	nal:											
14. Prepared By: Req	uired: (	Originator o	of the	FAIR		15. Date	Require	d: Dat	te pe	erforme	ed	
				****** BEGG								

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#### APPENDIX C - Form QC-1353, Characteristic Accountability, Verification and Compatibility Evaluation



# FIRST ARTICLE INSPECTION FORM QC-1353 CHARACTERISTIC ACCOUNTABILITY VERIFICATION AND COMPATIBILITY EVALUATION

#### Sheet 1 of X

1. Part	Number			2. Part Na	me		3. Serial Nu	ımber	4. FAI Report No.		
			quired: From	vired: From Drawing Op			Optional:				
Characteristic Accountability						Inspection/Test Results					
5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirem	nent	9. Results	10. Designated Tooling	11. Noncon- formance#	14. [Insert columns, etc. as required by Organization or Customer]			
Req.:	Req, if on Drawing	If applicable.	Required: As specified for all characteristics on the drawing.		Required: actual measured or confirmed results:	As required for specially designed tooling.	Approved itally MRB Case. Must be		Optional: for use to record optional data and information		
1	Char. No. must correspond to item on the bubble drawing.	Required: Bubble Drawing with all characteristics identified.					Tous				
2											
3											
4											
5											
N/A											
N/A											
,	Signature indi	cates that all chard	acteristics are	accounted f	or, met drawin	g requirements	or are properly	document	ted for disposition.		
12. Pre	pared By: Req	vired: Originator of	the FAIR		13. Date 1	Date Performed	1				

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#### **6.0 REVISION HISTORY:**

REV	DATE	OWNER	DESCRIPTION OF CHANGE(S)
Ø	06/07/06	C. Blanton	New Document
A	05/16/07	C. Blanton	Complete rewrite to bring in compliance with new format. No revision bars used.
В	5/29/09	Norman Harris	Update format, major update of content to comply with AS9102, Rev. B, added references to OP 13.1, OP 14.1, OP 16.1, OP 17.1, and OP 18.1. Rev. Bars are not used due to extend of rewrite.
С	04/01/10	Norman Harris	Update form, instructions and supporting verbiage to comply with AS 9102A:2004
D	8/4/11	Norman Harris	Update Sec. 3.30 to read "and/or supplier (where applicable)"; 3.35 Added reference to Quality Clause 59 of QP-137. 3.36 added to require FAI's specified on a PO to be processed without benefit of Certified Supplier or Source inspection. 4.2 and 4.3 added to identify who reviews and approves in-house and supplier FAIRs. Updated 5.13 to allow approval by signature and/or stamp. Updated 5.15 FAIR approval by B-E and items to be stored by B-E and by supplier; Appendix D – eliminated typo by removing header "Appendix C and Form QC 1353" title.
Е	6/24/13	Fred Willms	5.2 Add the following sentence: For Delta First Articles the changes may be accounted for and identified by the use of the marked up ECO being used in place of a marked up drawing. Ref: – CAR 2883.
F	5/14/15	Norman Harris	Update to current format. Replaced Appendix A, B, C, D, E, F with Appendix A, B & C. 3.4.6, Added "on the face of the drawing". 3.4.8 Added "or forms per AS9102". 3.4.15, Added "or Commercial". 4.4.24 Added new paragraph. 4.2.4 Added "per OP 137, Quality Code 59 or 80as specified on the Purchase Order". 5.1.1,

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5.1.2, 5.1.3, Added References Appendix A, B &
C to the appropriate paragraph. 5.11 Deleted the
first sentence completely. 5.13. Added "Suppliers
may utilize a signature and date only." 5.15,
Added "Indefinite" at the end of the paragraph.
Added 5.16, 5.17, 5.18 to define the storage
requirements and the Report Generation
Capability. Updated 4.2.2, 4.2.3, 4.2.4 to include
maintenance of the FAI Records. Updated 4.2.5
to replace "this" with "of the FAIR".