

QRS.101.F01 “Part Number Accountability” - Filling Instructions

This form is used to identify the product that is having the First Article Inspection (FAI) conducted on (e.g., detail part, sub-assembly, assembly, installation); referred to as “FAI part”.

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. LH part number contained on the purchasing documents; part number from the associated Bill of Materials (BOM); manufacturer part number for internal parts, when LH part number is not available).
2. (R) **Part Name:** Name of the FAI part (as shown on the drawing).
3. (CR) **Serial Number:** Serial number of the FAI part; unique identifier assigned to a detail part, sub-assembly, assembly, or installation by the organization or LH.
4. (CR) **FAIR Number:** Reference number that identifies the First Article Inspection Report (FAIR); this may be an internal report number.
5. (CR) **Part Revision Level:** Latest revision that affects the FAI part being inspected. If the part has not been revised, indicate as such (e.g., N/C, No Change).

NOTE: The latest drawing or DPD revision (see field 7) does not always affect all parts contained on a drawing or DPD.

6. (CR) **Drawing Number:** Drawing number or DPD data set associated with the FAI part; drawing may be from LH, internal system, or design definition.
7. (CR) **Drawing Revision Level:** The revision level of the drawing or DPD data set associated with the FAI part. If the drawing has not been revised, indicate as such (e.g., N/C, No Change).
8. (CR) **Additional Changes:** Provide reference numbers of any changes that are incorporated in the product, but not reflected in referenced drawing/part revision level (e.g., change in design, engineering changes, manufacturing changes, deviation or exclusion from certain drawing or DPD requirements).
9. (R) **Manufacturing Process Reference:** Reference number that provides traceability to the manufacturing record of the FAI part (e.g., router number, manufacturing plan number). Additional information such as lot number, batch number, date code, or line number may be included, as

needed, to provide traceability to the specific manufacturing lot.

10. (R) **Organization Name:** Name of the organization performing the FAI.
11. (O) **Supplier Code:** A unique number given by LH to the Supplier; sometimes referred to as Vendor Code, Vendor Identification Number, or Supplier Number.
12. (O) **P.O. Number:** LH purchase order number, if applicable.
13. (R) **Detail Part / Assembly FAI:** Check, as appropriate.
14. (R) **FAI/Delta (Partial) FAI:** Check, as appropriate.

For a partial FAI, provide the previous part number, including revision level to which this partial FAI is performed and the reason for the current FAI (e.g., changes in design, process, or manufacturing location). For partial FAIs based on similar parts (reference paragraph 9.5), provide the approved configuration FAI part number, including revision level.

Baseline Part Number: For a partial FAI, provide the previous FAI part number or approved configuration (including revision level) to which this partial FAI is performed. State the reason for the current FAI (e.g., changes in design, process, or manufacturing location). For a partial FAI based on similar parts (reference paragraph 9.5), provide the approved configuration FAI part number, including revision level.

Data Fields 15, 16, 17, and 18: This section is required only if the part number identified in field 1 is an assembly or installation requiring lower level parts (i.e., detail parts) to be installed.

15. (CR) **Part Number:** Part number included in the assembly/installation and items from the BOM included in the drawing, DPD, or next level assembly. Typically these are the part numbers, standard catalogue items, or sub-assembly numbers required to complete the product noted in field 1.
16. (CR) **Part Name:** Name of the part installed in the assembly/installation.
17. (CR) **Part Serial Number:** Serial number of the part that is installed in the assembly/installation.
18. (CR) **FAIR Number:** Report number for the detail parts and associated assemblies.
19. (R) **Signature:** Printed name or unique identification, and signature of the person approving the FAIR. This signature certifies the evaluation activities in paragraph 9.4 are complete and the FAIR is approved.

NOTE: Electronic identification or signatures are both acceptable.

Check “FAI Complete”, if all characteristics are conforming. Check “FAI Not Complete”, if nonconforming characteristics are documented in accordance with paragraph 9.3.

20. (R) **Date:** Date when this FAI form was prepared.
21. (O) **Reviewed By:** Printed name or unique identification, and signature of the person from the organization who approved the FAIR

NOTE: Electronic identification or signatures are both acceptable.

22. (O) **Date:** Date when the FAIR was approved.
23. (O) **Customer Approval:** Used by LH to record approval, if required.
24. (O) **Date:** Date when the customer approved this FAIR.

Note: Each input field is identified as:

- **(R) - Required:** this is mandatory information.
- **(CR) - Conditionally Required:** this field *shall* be completed when applicable to the article (e.g. serial number shall be entered where there is a serial number) or when required by Leonardo Helicopters.
- **(O) - Optional:** this field is provided for convenience; the field may be left blank