	Document No.: QA-057-I	Revision: -	Pg. 1 OF 2
	Title:	First Article Inspection for Purchased Parts, Work Instruction	

Revision History:				
Rev. Level	Description of Change:	Initiated By:	Approved By:	Effective Date:
-	Initial release	C. Herman	A. Scheiner	10/21/03

1.0 Purpose: The purpose of this work instruction is to define the methods used for first article inspection reports of purchased parts.

2.0 Responsibility: It is the responsibility of the Purchasing Department to indicate on the purchase order that a first article inspection report is required.

It is the responsibility of the Quality Department to verify that the first article was completed properly.

3.0 Definitions:

ECN – Engineering Change Order

MRB – Material Review Board

NR – Nonconformance Report

RI – Receiving Inspection

4.0 Procedure:

Supplier Requirements

4.1 First article inspections shall be performed on specified parts that are first production runs, design changes that affect form, fit or function, change in the manufacturing process (this includes inspection methods, location, tooling, etc.) that could affect form, fit or function or when a lapse in production of two or more years has occurred.

4.1.1 Design changes require only a first article inspection on the deltas.

4.2 The supplier, when specified by the purchase order shall perform the first article inspection reports.

4.3 All measureable requirements shall be measured and recorded on the first article inspection report.

4.4 Attribute drawing notes shall be listed on the first article inspection report or the certificate of conformance.

4.5 The serial number of the first article piece shall be recorded, or the unit used for the first article inspection shall be identified.


4.6 The first article inspection report shall include the following: part number, serial number (when applicable), revision level, supplier name, date of inspection, dimensional characteristics, drawing zone, tools identification, results of actual measurements, indication of inspection status, purchase order number, overall approval status and approving persons signature, title and date.

Verification of First Article Inspection at Receipt

4.7 Receiving inspection shall verify that the requirements on the purchase order have been met; correct part number, revision level, etc.

4.8 RI shall verify that required information is available and accurate on the first article inspection report.

4.9 RI shall verify that all dimensions are recorded on the first article inspection report.

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- 4.10 RI will verify a sample of the dimensions from the actual first article piece to ensure supplier accuracy and document the dimensions on the first article inspection report.
- 4.11 RI will verify that all notes are addressed on the first article inspection report or on a certificate of conformance.
- 4.12 Accepted material is to be transferred into the stock room and the first article inspection report maintained in QA.
- 4.13 Material that is found to be nonconforming shall have an NR written and the material is transferred to MRB for disposition.

5.0 Associated Documents:

- QA-004-S Nonconforming Material
- QA-010-I Receiving Inspection
- QA-023-I Material Review Board
- QA-025-I Vendor Corrective Action Request

6.0 Records:

- First Article Inspection Report
- Nonconformance Report
- Vendor Corrective Action