

## Guide for Form 1 Completion (with reference to the Sample FAIR Workbook)

- Complete fields 1, 2, 5, 6 and 7 as per the details of the purchase order (part number and revision) and the drawing (Part Name, Drawing Number and Drawing Revision Level)
- Do not complete the greyed out fields (3, 4, 11, and 12), these will be completed by the RTA inspector.
- If there is a PDV linked to the FAIR, identify the reference in Field 8.
- The manufacturing process reference (field 9) should be your internal works order reference. Where this does not exist, use your CofC or Sales Order reference.
- The sample workbook is for a detail FAIR. If the item you are supplying is an assembly make sure that Field 13 reflects that this an assembly FAIR. The INDEX of part numbers must be completed for all assembly FAIRs.
- The example workbook indicates a Full FAIR, i.e. all characteristics have been verified within the FAIR. If you are not checking all characteristics, change this field to “Partial” and enter the part number and revision of the last full FAIR relating to the item being inspected.
- There is now a requirement to indicate why the FAIR has been completed. If it is a first time FAIR, enter “New design or product”. If it is a partial FAIR as a result of an engineering change, state “Engineering Change” and enter the Engineering Change Note number in the “Reason for Full/Partial FAI (Comments)” field.
- If the INDEX of part numbers is required, field 17 “Part Type” choose the most appropriate from the following list; Detail, COTS (or equivalent), Sub-assembly. If it is a Detail or a Sub-Assembly, the associated FAIR Identifier must be identified in Field 18 and a digital copy of the FAIR submitted as part of the Assembly FAIR doc pack. If the part type is “COTS (or equivalent), the FAIR identifier is the COTS CofC reference and a copy of the CofC is included in the Assembly FAIR doc pack.

## Guide for Form 2 Completion (with reference to the Sample FAIR Workbook)

- Choose the appropriate category from the drop down menu under “Type”.
- Field 5, the material or process name, is the alloy or the title of the process being completed, e.g. “6061-T651 Aluminium Alloy” or “Clear Chem Film”.
- Field 6 is where you identify the applicable specification, e.g. the industry standard for the material (AMS 4027), or the customer process specification (SPG-MPS-006).
- Field 7, Code, is usually N/A, as is field 9, Customer Approval.
- The minimum requirement for field 8 is the supplier name. The supplier name, city, and country is the preferred level of detail.
- Ensure that the document reference is entered for each line. Where a material CofC reference is not obvious or available, use the batch or heat reference to identify the correct document.

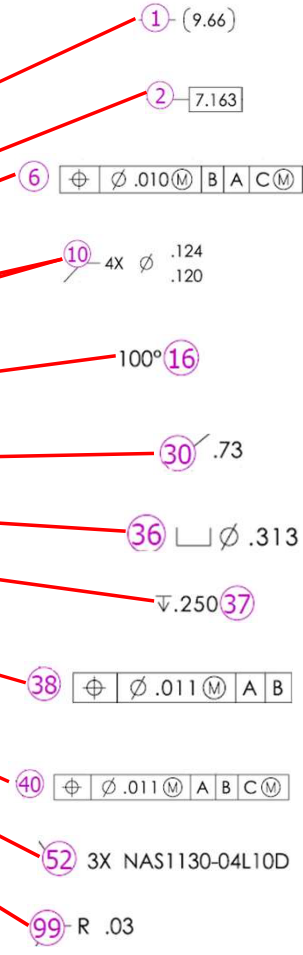
# Guide for Form 3 Completion

- The following provide the format of how measurements are to be recorded on the form 3 tab of the FAIR workbook.
- Drawing references must be added, e.g. S1-D6 means Sheet 1, Zone D6.
- Where multiple characteristics are identified (e.g. 4 X Diameter), two lines are required, one for the highest measurement reading, and one for the lowest. Char. Nos. will be sequential; the Bubble Number will stay the same.
- Only copy the GD&T (e.g. true position) if you are confident that you can edit it correctly for requirements.
- Notes should be copied exactly per the drawing, but do not include notes that are not applicable to the FAIR process (e.g. CNC PROGRAMMING TO BE CREATED FROM SOLID MODEL GEOMETRY. PART DATA FILES AVAILABLE UPON REQUEST).
- The equipment used to verify characteristics must be identified (e.g. Digital Caliper)

| Form 3 - Characteristic Accountability, Verification and Compatibility Evaluation |      |                       |               |                              |  |               |  |                 |            |                                |
|---|------|-----------------------|---------------|------------------------------|--|---------------|--|-----------------|------------|--------------------------------|
| 5. Char. No.  | Op # | 6. Reference Location | Bubble Number | 7. Characteristic Designator | 8. Requirement                         |               |  | Bonus Tolerance | 9. Results | 10. Designed/Qualified Tooling |
|   |      |                       |               |                              | Description / Note text                | Specification | GDT Callout  |                 |            |                                |
| 1   |      | S1-D6                 | 1             |                              | Reference Dimension: Linear            | (9.66)        |  | INCH            | 9.662      | HEIGHT GAUGE                   |
| 2   |      | S1-D6                 | 2             |                              | Basic Dimension: Linear                | [7.163]       |  | INCH            | 7.164      | HEIGHT GAUGE                   |
| 6   |      | S1-D6                 | 6             |                              | Limit Dimension: True Position         | 0.010 MAX     | $\{ \phi \sim 0 \sim 1 \sim 0 \sim i \}   B \sim   A \sim   C \sim   i \}$ | INCH            | .010       | CMM                            |
| 10  |      | S1-C5                 | 10            |                              | Limit Dimension: Diameter (Max)        | 0.124 - 0.120 |  | INCH            | .124       | PIN GAUGE                      |
| 11  |      | S1-C5                 | 10            |                              | Limit Dimension: Diameter (Min)        | 0.124 - 0.120 |  | INCH            | 0.121      | PIN GAUGE                      |
| 16  |      | S1-B7                 | 16            |                              | Dimension: Angular                     | 100 ± 0.5     |  | DEG             | 100.0      | PROTRACTOR                     |
| 30  |      | S1-A7                 | 30            |                              | Dimension: Linear                      | 0.73 ± 0.03   |  | INCH            | .076       | CALIPER                        |
| 36  |      | S1-A7                 | 36            |                              | Dimension: Diameter                    | 0.313 ± 0.010 |  | INCH            | .314       | PIN GAUGE                      |
| 37  |      | S1-A7                 | 37            |                              | Dimension: Depth                       | 0.250 ± 0.010 |  | INCH            | .252       | CALIPER                        |
| 38  |      | S1-A7                 | 38            |                              | Limit Dimension: True Position         | 0.011 MAX     | $\{ \phi \sim 0 \sim 0 \sim 1 \sim i \}   A \sim   B \sim  $               | INCH            | .011       | CMM                            |
| 40  |      | S1-A5                 | 40            |                              | Limit Dimension: True Position         | 0.011 MAX     | $\{ \phi \sim 0 \sim 0 \sim 1 \sim i \}   A \sim   B \sim   C \sim   i \}$ | INCH            | .011       | CMM                            |
| 52  |      | S1-D6                 | 52            |                              | 3X NAS1130-04L10D                      |               |  | INCH            | PASS       | VISUAL                         |
| 99  |      | S2-D2                 | 99            |                              | Dimension: Radial                      | 0.03 ± 0.03   |  | INCH            | .030       | RADIUS GAUGE                   |
| 144   |      | S1-D2                 | 144           |                              | 1. IDENTIFY WITH SUPPLIER NAME OR CODE |               |  | INCH            | PASS       | VISUAL                         |
| 145   |      | S1-D2                 | 145           |                              | 2. MATERIAL: 0.500 TO 1.000 THICK PLAT |               |  | INCH            | PASS       | CERTIFICATE                    |
| 146   |      | S1-D2                 | 146           |                              | 3. FINISH: CLEAR CHEM FILM PER SPG-MF  |               |  | INCH            | PASS       | CERTIFICATE                    |
| 147   |      | S1-D2                 | 147           |                              | 4. GRAIN DIRECTION AS SHOWN.           |               |  | INCH            | PASS       | VISUAL                         |
| 148   |      | S1-D2                 | 148           |                              | 6. THREAD THRU (OR TO INDICATED DEPT   |               |  | INCH            | PASS       | VISUAL                         |
| 149   |      | S1-D2                 | 149           |                              | 7. REMOVE BURRS AND BREAK SHARP ED     |               |  | INCH            | PASS       | VISUAL                         |

144 1.

IDENTIFY WITH SUPPLIER NAME OR CODE, PART NUMBER, REVISION LETTER, AND DATE OF MANUFACTURE PER SPG-MPS-135 CLASS 1 or 2, LOCATION SHOWN.



# Scanned Document Requirements

- All documents must be clearly legible.
- If supplying digital copies each should be supplied as an individual scan using the following file name structure:
- COC followed by the part number and revision (if applicable) for detail, assembly, or COTS certificates of compliance.
- MAT followed by the part number and revision of the item it has been used to make to identify material certification. Note: this is at component level, i.e. do not use the assembly part number to name the material cert used to make a sub-level component. Use the component's part number.
- PRO followed by the part number and revision of the item the process has been applied to for process certification. If more than one process has been completed on an item, differentiate with a brief description, e.g. CLEAR CHEM, ANODIZE, or HEAT.
- TST followed by the part number and revision (if applicable) of the part that has been tested. If more than one test has been completed on an item, differentiate with a brief description, e.g. BURN, PULL, or DROP.
- DWG followed by the part number and revision for bubble referenced drawings.
- MRK followed by part number and revision for a picture of the part mark.
- BOM followed by part number and revision for a copy of the bill of material for the assembly.