Build-to-Print Pre-Shipping Checklist, FAI or ICL Required

Please use the following check-list to ensure you are ready to ship a Build-to-Print part to Aurora Flight Sciences.

- This document is in addition to and does not replace AS9102 for First Article Inspection or Inspection Check List (ICLs) documentation.
- The checklist should be printed out, initialed next to each step and included in the shipment. Failure to include this Pre-Shipping Check list will result in rejection of shipments or delay payments.
- This check list should be included for each part number shipped. If multiple shipments are made of the same part, each shipment should include this check list.

Purchase Order #	
Part Number	
Supplier:	

Pre-shipping Checklist – **Build-to-Print, FAI and/or ICL Required**

1. Verify Part # and Rev #	Supplier	Aurora
1.1. Verify part number and revision number of delivered part match part number and revision number called out on Purchase Order.		

2. Documentation Review, Included Docs	Supplier	Aurora
2.1. Verify physical Production Work Order / Traveler with appropriate signatures is included (for each part if assembly) in shipment.		

2.2. Verify a physical Material Certification with appropriate signatures is included in shipment for EACH material listed on an AS9102, Form 2 or on ICL. NOTE: Primer and standard hardware certifications are not required for ICL packages for 512* part numbers. NOTE: Material certifications for metals shall meet the requirements of the PO Supplier Quality Requirements, Form C146, SQR #48.		
2.3. Verify a physical Process Certification is included in shipment for EACH outsourced process listed on an AS9102, Form 2 or on ICL.		

3. Documentation Review, each AS9102 Form 1 and ICL

	Supplier	Aurora
3.1. Verify Block 1 has correct part number per Purchase Order.		
3.2. Verify Block 1, part number, is consistent across all pages of AS9102 and ICL (Form 1, Form 2, Form 3).		
3.3. Verify Block 2 has correct part name per Parts List.		
3.4. Verify Block 2, part name, is consistent across all pages of AS9102 and ICL (Form 1, Form 2, Form 3).		
3.5. Verify Block 3, if identified, matches the part mark on the physical parts.		
3.6. Verify Block 3, SN, is consistent across all pages of AS9102 and ICL (Form 1, Form 2, Form 3) or NA, if not applicable.		
3.7. Verify Block 4 FAI/ICL report number is consistent across all pages of AS9102 and ICL (Form 1, Form 2, Form 3).		

3.8. Verify Block 5 has an 'NC', a '-' notation, or accurate Revision # per PO.			
3.9. Verify Block 5 Rev. # matches part mark on physical part.			
3.10. Verify Block 6 Drawing # matches part number in Block 1.			
3.11. Verify Block 7, Drawing Revision Level, includes an entry for Model and an entry for Parts List and that each match the numbers listed in the Purchase Order.			
3.12. Verify Block 8, Additional Changes, is consistent with information listed in the Purchase Order.			
3.13. Verify Block 9, Mfg. Process Ref., has appropriate information as defined by part number as follows:			
For PNs staring with 512*	Verify Date of Manufacture is listed in Block 9 AND marked on each part AND part mark and form data match. Verify Manufacturing Process Reference number is indicated in Block 9.		
For PNs staring with 367*, B00*, or 123*	Verify Manufacturing Process Reference is entered in Block 9 AND NO Date of Manufacture is entered neither in BLOCK 9, NOR on the part via part mark.		
For all other PNs	Verify Manufacturing Process Reference is entered in Block 9		
3.14. Verify Block 10, Supplier Name, is appropriately filled out with Supplier's Name.			
3.15. Verify Block 11, Supplier Code, is appropriately filled out.			

3.16. Verify Block 12, P.O. Number, is consistent with the Purchase Order.		
3.17. Verify Blocks 13 and 14 have appropriate check marks per information in the P.O. and sub Blocks for Block 14 is appropriately entered.		
3.18. Verify the list of Part Numbers (Column 15) and Part Names (Column 16) match information in Parts List.		
3.19. Verify the related part serial numbers listed in Column 17 match physical part marks, or NA, if not applicable.		
3.20. If an assembly, verify FAI number is included for each design item in Column 18.		
3.21. Verify there are no blank Blocks (including extra rows in the table of Columns 15, 16, 17, 18); all blanks have N/A entered.		
3.22. Verify appropriate box in Block 19 is checked to denote FAI completion status or ICL status.		
3.23. Verify Block 19 has a signature and/or stamp and Block 20 has a date entered.		
3.24. Verify Block 21 has a signature and/or stamp and Block 22 has a date entered		

4. Documentation Review, each AS9102 Form 2 and ICL

Supplier

4.1. Verify the entries in Column 5 include all materials (including standards) and processes by name as noted on the engineering, parts lists, BOM, and/or finish codes/requirements.		
4.2. Verify the entries in Column 6 include all specification numbers (material or		

process specification) as referenced in the engineering. When an **approved** substitution is utilized, the FAI/ICL entry should reference the actual specification and revision used, and note the authorization for substitution ("approved substitution per xxx spec," "superseded by xxx spec" or "Customer deviation document number"). NOTE: Material substitutions include changes/deviations from the initial as-milled stock size thickness for metals.			
4.3. For each line entry, verify appropriate Supplier information is indicated in Column 8, Special Process Supplier Code. When special processes require Prime/Customer approval, the process source supplier code shall be recorded as referenced in the Customer Approved Process Source Listing. Verify the supplier code is correct. If process does not require Customer Source approval, the following shall be recorded:			
For PNs staring with 512*	The process source /material supplier's **name and address** shall be listed. For materials, verify the supplier's name and address lists the ***COMPANY FROM WHICH YOU PURCHASED MATERIAL.*** ***(Do not default to original manufacturer.)***		
For all other PNs	The process source provider's **name and address** shall be listed. For materials, verify the supplier's name and address lists the ***COMPANY THAT ORIGINALLY produced THE MATERIAL.***		

4.4. Verify Column 9, Customer Approval Verification, entries are correct (see definitions below) by reviewing information for each Process Specification Number, Column 6, and comparing against Prime's Approved Special Process List. Definitions: • **N/A** entered if: Special process supplier approval is not required. • **Yes,** entered if: Special process supplier approval is required. • **No** entered if: Special process supplier approval is required, but process source is NOT approved by the Prime/Customer. (*'No' is not an acceptable entry as approved sources shall be used when required.*)		
4.5. For all material line items, verify materials used meet QPL, if a QPL is applicable.		
4.6. Verify information in Column 10, Certificate of Conformance Number, is appropriate as follows: • If **Outsourced Process line**, verify Certificate of Conformance Number is entered, not a P.O. number. • If **Material line**, verify Manufacture's Lot/Batch number is entered, not a P.O. number. • If **Internal Process line**, verify Traveler/Job Number is entered, not a P.O. number.		
4.7. Verify there are no blank Blocks on this form (including extra rows in the table of Columns 5 - 10); all blanks have N/A entered.		
4.8. Verify Block 14 has a signature and/or stamp and Block 15 has a date entered.		

5. Documentation Review, each AS9102 Form 3 and ICL	Supplier	Aurora
5.1. Verify the Column 9, Result and quantity is appropriate as follows: • **FAI**: Results should be for the FAI piece only. No quantity indicated. • **ICL**: The "Accept X PCS" quantity is equal to or greater than quantity being inspected.		
5.2. Verify the Column 9, Result, entries supporting acceptance are appropriate as follows: • **FAI**: A numeric result is included for numeric range requirements and is within the Column 8 requirement displayed. • **ICL**: If numeric result is included, it is within the Column 8 requirement displayed. • **"Noted"** may only be listed in Column 9 when no actual results or accept/reject are required.		
5.3. For part numbers beginning with 512*, verify **all** Notes on Parts List are included on Form 3.		
5.4. Verify entries in Column 10, Designed Tooling, contain an MOI tool ID, as applicable. General inspection measuring equipment piece not acceptable.		
5.5. Verify inspection measuring equipment listed in Column 14 is of appropriate precision for the measurement and tolerance of the requirement in Column 8 (e.g., min 4:1 resolution:tolerance), OR the entry matches the Designed Tooling ID in Column 10.		

5.6. Verify the appropriate stamp exists in Column 14 for all rows (as defined below):			
For PNs staring with 512*, 062* or 063*	**FAI**: QA stamp ONLY for all rows **ICL:** QA or operator self verification stamp for all rows		
For all other PNs	QA or operator self verification stamp for all rows		
5.7. Verify that for characteristics identified as inspected with an electronic measuring machine (e.g., a CMM, etc.) in Column 14, Inspection Measuring Equipment, that a copy of the **report for each individual delivered piece** is included in the documentation as per PO requirements. If sampling is acceptable, then PO needs to authorize it.			
5.8. Verify there are no blank Blocks (including extra rows in the table of Columns 5 - 15); all blanks have N/A entered.			
5.9. Verify a characteristic line item in Form 3 is entered to indicate performing and acceptance of a FOD inspection for all parts.			
5.10. Verify Block 12 has a signature and/or stamp and Block 13 has a date entered.			