**Supplier First Article Inspection Report Completeness Checklist**

**(Supplier must return this checklist with the completed FAIR)**

Ensure that all elements of this checklist are accounted for and returned to Meggitt Avionics (MAv) for approval. MAv’s own forms 1-3 are preferred but the supplier’s own or actual AS9102 FAI forms are acceptable, providing all MAv’s particular forms 1-3 requirements are also included. Ensure that all supplied documents are clearly legible.

**Key: R = required mandatory documentation O = optional if applicable to the order.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part no:** | **Drawing issue:** | **Supplier:** | **FAI compiled by (print name):** |
| **Structure issue:** |

|  |  |  |
| --- | --- | --- |
|  | **FAIR Elements** |  |
| **R/O** |  | **Supplied?****( ✓ or N/A)** |
| **R** | **Form 1 Part number accountability.**List of all sub-level drawn parts used to make the item. Must include supplier authorisation/signature. |  |
| **R** | **Form 2 Product accountability. Raw material, specifications, special processes, functional testing.**All specifications/processes, materials or other requirements detailed on the drawing.  |  |
| **R** | **Form 3 Characteristic accountability, verification and compatibility evaluation.**Record tolerances from the drawing in the requirements column, including measured results. All notes and dimensions must be referenced and verified. N.B. All measuring and evaluation equipment used **must be recorded**, with *calibration expiry dates.*  |  |
| **R** | **Certificate of Conformance (C of C)**A copy of the main certificate stating compliance to MAv purchase order with the issue and structure no. |  |
| **R** | **Material and/or Treatments C of C**A copy of the sub-tier authorised release document(s) or C of C |  |
| **R** | **A “ballooned”, marked-up or grid-referenced MAv drawing**A copy of the drawing with all features and applicable notes verified on Form 3 |  |
| **R** | **Batch Route Card**A copy of the completed internal manufacturing process document / job card / operations sheet |  |
| **R** | **Purchase order**A copy of the relevant MAv purchase order as received |  |
| **O** | **Deviations/Permits/Change documents**A copy of each applicable is required. References to concessions, permits or requests for change (RFCs) **must be recorded** on supplier’s main certificate of conformance. |  |
| **O** | **Parts List**A copy of the Structure/Bill of Materials (for items where the purchase order structure issue is *not* N/A) |  |
| **O** | **Test Reports**A copy of the certificates or result sheets if a drawing specified or otherwise requested |  |
| **R** | **MAv internal note** (MAv only)The goods-receiving document and main C of C must be copied and accompany the FAIR at MAv. | (MAv use only) |