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Form 1 : Part Number Accountability			Sheet 1 of
1. Part Number	2. Part Name	3. Serial Number	4. FAI Report Number
5. Part Revision Level	6. Drawing Number	7. Drawing revision level	8. Additional Changes
9. Manufacturing Process Reference	10. Organization Name	11. Supplier Code	12. P.O. Number & Line Item
13. Detail FAI ☐ Assembly FAI ☐	14. Full FAI ☐ Partial (Delta)FAI ☐ Reason for partial FAI:	Baseline Part Number including revision level	

a) if above part number is a detail part only, go to Field 19
b) if above part number is an assembly, go to the :"INDEX" section below.

INDEX of part number or sub-assembly number required to make the assembly noted above.

15. Part Number	*16. Part Name*	*17. Part Serial Number*	*18. FAI Report Number*

1) Signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.
2) Indicate if the FAI is complete per Section 5.4: FAI complete ☐ FAI Incomplete ☐

19. Signature	20. Date	
21. Reviewed by	22. Date	
23. Customer Approval	24. Date	

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Form 2: Product Accountability - Raw Material, Specification and Special Process (es), Functional Testing

Sheet 1 of

1. Part Number	2. Part Name	3. Serial Number	4. FAI Report Number
0	0	0	0

5. Material or Process Name	6. Specification Number	7. Code	8. Special Process Supplier Code	9. Customer/NADCAP Approval Verification (Yes/No/Na)	10. Certificate of Conformance Number

11. Functional Test Procedure Number	*12. Acceptance report number, if applicable*

13. Comments

14. Prepared By	15 Date

Form 3: Characteristic Accountability, Verification and Compatibility Evaluation							Sheet 1
1. Part Number 0				2. Part Name 0			3. Serial Number 0 / 4. FAI Report 0
Characteristic Accountability				Inspection / Test Results			
5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirement	9. Results	10. Designed Tooling	11. Non-Conformance Number	14. [Inserts columns, etc. as required by Organization or Customer]
The signature indicates that all characteristics are accounted for; meet drawing requirements or are properly documented for disposition.							
12. Prepared By							13. Date

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