

GD-OTS SUPPLIER FIRST ARTICLE INSPECTION (FAI) CHECKLIST

PLEASE : a. Complete this checklist prior to submitting FAI Package
b. Do NOT ship product prior to receiving FAI Approval from GD-OTS

Supplier: _____ Part No: _____ PO No: _____ Date: _____

Web Links:

1. AS9102 forms - <https://iaqg.org/standards/forms/>
2. GD-OTS Quality Clauses - <https://www.gd-ots.com/suppliers/quality-clauses/qc-weaponssystems/>
3. GD-OTS Approved Special Process List, Approved Suppliers List: - https://www.gd-ots.com/supply_chain/Special_Processes_by_Process_Report.pdf or https://www.gd-ots.com/supply_chain/Special_Processes_by_Supplier_Report.pdf
(Approved Special Process List, Approved Suppliers List, FAI Training)

Requirement	Expectation	Initial
Part Revision / Drawing Revision	Verify Part Rev. on all documents exactly matches the Purchase Order Revision Verify Drawing Rev. matches Drawing Rev. flowed in P.O. plus any additional CNs	
Quality Clauses on PO	Review & understand each Q-Clause on the PO; verify that the parts submitted fully comply with Q-Clause requirements.	
SEP Form QSP-FRM-53.13.1B	Complete form & include with FAI submission. (SEP Suppliers only)	
AS9102 Forms 1, 2 and 3	Complete each form per AS9102 Standard. Forms are available at link shown above. Use AS9102 forms equivalent to latest AS9102 Standard.	
Bubble Drawing	Uniquely bubble / balloon each drawing note and characteristic, including subassemblies.	
Part Marking	Take a picture of the actual part marking, include with FAI submission. Include "M" or "P" Stamp, Round BA stamp adjacent to marking, if applicable.	
Material Certification	Provide Certs compliant with Drawing Specification & DFAR Compliance, if applicable. Manufacture of item to be shown on the Certification.	
Special Process Certification	Provide Certs compliant with Drawing Specification, use only GD Approved Special Process Suppliers, except for Source Control Drawings	
Supplier C of C	Includes GD Part #, Revision, Purchase Order #, Quantity, Signature & Date	
Job Traveler	Job Traveler, Part Router included & are revision controlled. For distributors only: Final inspection plan / report is required	
Manufacturing Instructions	Ensure that adequate process controls are in place, such as manufacturing instructions, tooling and/or quality inspection plans to support requirements (e.g., Q111), as required.	
Signature of Preparer	Signed AS9102 Form 1, Field 20	
Reviewer Signature	Signed AS9102 Form 1, Field 22 ==> Person other than the Preparer to Review & Sign	
Prepare FAI Package - In Following Order:	SEP Form QSP-FRM-53.13.1B (SEP Suppliers)	
	1 AS9102 Forms 1, 2, and 3	
	2 Bubbled Drawing (including Parts List, Sub-Level Drawings, and CNs)	
	3 Supplier Certificate of Conformance	
	4 Material Certification(s)	
	5 Heat Treat Certification(s)	
	6 Special Process Certification(s)	
	7 Job Traveler / Work Instruction / Part Router	
	8 Inspection Plan	
9 Photo of Part Marking/Other Marking		
Submit FAI Package	Upload submission on secure GD SharePoint Portal or an approved secure method.	
Notify GD by Email	Include Supplier Quality and Buyer	

Title _____ Signature _____ Date _____

FAI Package - Common Mistakes:

- 1. Missing Part Marking Photo*
- 2. Missing Bubble Print*
- 3. Missing or Incorrect Dimensions*
- 4. Typing Errors*
- 5. Missing Certifications*
- 6. Missing Signatures*
- 7. Use of an unapproved special process supplier*
- 8. Parts shipped prior FAI approval*
- 9. Did not ask for clarification*

*****Errors cause delayed shipments and extra cost to YOUR COMPANY and to GD-OTS**