Form 1: Part Number Accountability

1. Part Number	2. Part Name	3. Part Batch/ 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
13. Detail FAI ☐ Assembly FAI ☐	14. Full FAI ☐ Partial FAI ☐ Reason for Full or 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 "INDEX" section below

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

15 Part Number	16 Part Name	17 Part Batch/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) Also indicates if the FAI is completed per section 5.4 ☐ FAI complete ☐ FAI not Complete

19. Signature		20. Date / /
21 Reviewed By		22 Date / /
23 Customer Approval	stamp	24 Date / /

Form 2: Product Accountability - Raw Material, Specifications and Special process(s), Functional Testing

1. Part Number	2. Part Name		3. Part Batch/Serial Number		4. FAI Report Number
5. Material or Process Name	**6. Specification Number**	**7. Code**	**8 Special Process Supplier Code**	**9. Customer 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**