Form 1: Part Number Accountability

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. Manufact. Process Ref.	10. Organization Name	11. Supplier Code	12. P.O. Number

13. Detail FAI ☐	14. Full FAI ☐	Baseline Part Number including Revision Level
	Partial FAI ☐	
Assembly FAI ☐	Reason for Partial FAI:	

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 numbers or sub-assembly numbers 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) Also indicate if the FAI is complete per Section 5.4: ☐ FAI Complete ☐ FAI not Complete

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

Form 2: Product Accountability – Raw, Material, Specifications and Special Process(es)

1. Part Number	2. Part Name	3. 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

Form 3: Characteristic Accountability, verification and Compatibility Evaluation

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

Characteristic Accountability				Inspection / Test Results			Optional Fields
5. Char No.	6. Reference Location	7. Characteristic Designator	8. Requirement	9. Results	10. Designed Tooling	11. Non-Conformance Number	14. [Insert 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