AS9102 FAIR Instructions

AS9102 - APPLICABLE TO FORM # 1, 2, 3

- We require you to use the AS9102 form provided by SAE or IAQG. If you don’t have either of these forms, you can get them by clicking on the links below. The instructions listed in this document refers to the current revisions of these forms listed below.
  - [http://standards.sae.org/as9102b](http://standards.sae.org/as9102b)
    - Revision B
  - [https://www.sae.org/iaqg/forms/index.htm](https://www.sae.org/iaqg/forms/index.htm)
    - Click “9102 Word Forms” (Form 1, Form 2, Form 3)
    - Revision – 16 April 2015
  - If you have modified your copy of these forms to include your company name, etc, it will be acceptable as long as the requirements listed on this document are met and you have prior approval from Accu-sembly to use that form.
- Unused fields/cells or cells that do not apply, use “N/A.” Do not leave any cell blank.
  - Not all fields are explained in these instructions, but all fields are required to be filled out. If you have reviewed these instructions and still have questions, please contact us immediately.
  - Do not use ditto marks (”).
- Material C of Cs must be provided for all components, parts and/or material (epoxy, solder, RTV, etc.) used for this order.

FORM 1: PART NUMBER ACCOUNTABILITY

- Field 4 – Use your Job # identification. (i.e. work order#, sales order #, etc.)
- Field 11 – Use the supplier code supplied to you by Accu-sembly. If you don’t have this number, please contact us.
- Field 13 – Check the appropriate box.
  - Individual component/part - Check “Detail FAI”
  - Assembly with low level parts – Check “Assembly FAI.”
- Field 18 – Serialize the components C of Cs per your parts list.
  - Highlight the part number of the item on the C of C.
  - Attach/scan the C of C in this serialized order.
- Field 19 – Signature/print name of the person who filled out this form.
- Field 20 – Date form was filled out.
- Field 21 – Signature/print name of the person who approves this form.
- Field 22 – Date the form was approved.
- Field 23 / 24 – Will be filled out by Accu-sembly after receipt of completed FAIR.

FORM 2: PRODUCT ACCOUNTABILITY

- Field 5 – List the material or process name.
- Field 6 – Use part description.
- Field 8 – Use the supplier’s name & address.
- Field 10 – Serialize the material C of Cs using a letter (A, B, C, etc.) starting with the first material listed in Field 5 and continue to the last material used as needed.
  - Make sure the Lot #s and PO#s are included on the C of C.
  - Write the line letter at the top of the C of C and circle it. (i.e. A, B, C, etc.)
  - Attach/scan the C of C in this serialized order.
- Field 14 – Signature of the person who filled out this form.
- Field 15 – Date the form was filled out.
FORM 3: CHARACTERISTIC ACCOUNTABILITY, VERIFICATION AND COMPATIBILITY EVALUATION

- **Field 8** – Copy the exact instructions from the assembly drawing. You can not abbreviate or use summary comments. This must match 100% or it can not be accepted. If there are additional instructions provided on our outsource worksheet that is not addressed on the assembly drawing, add those as well.

- **Field 9** – Fill out this field based on the following:
  - Dimension requirement - Specify dimension results measured. Can not use “conform” or “compliant” if a dimension must be validated.
  - Assembly drawing note – use “Conform” or “Compliant”.
  - Outsource worksheet note – Use “Conforms per PO” or “Compliant per PO”.
  - **NOTE** – All items must conform or be compliant. If you can not meet this requirement, call us immediately before proceeding if possible.

- **Field 10** – This field is only used if there is a mechanical requirement for this order. If there is no mechanical requirement, use “N/A”.

- **Field 11** – This field is only used if there is a mechanical requirement for this order. If there is no mechanical requirement, use “N/A”.

- **Field 12** - Signature of the person who filled out this form.

- **Field 13** - Date form was filled out.

- **Field 14** – See below.

- **Assembly/Fabrication Drawing and Outsource Worksheet** – For each item listed on Form 3 (Field 5), write this number next to the corresponding instruction on the assembly/fabrication drawing and/or the outsource worksheet provided and circle it. (i.e. ①, ②, ③, etc.)
  - Attach/scan this page with your markings.

**FORM 3: FIELD 14 (DIFFERENCE DEPENDING ON USING SAE AS9102 FORM VS IAQG AS9102 FORM)**

- If there is a mechanical requirement and you are using the form from SAE, fill out fields 14A-14D, as well as “Mechanical Inspection Performed by./Date”.
- If you are using the IAQG form, Field 14 is for any additional data or comments you can provide. Please fill out accordingly. If no additional data or comments will be provided, please use “N/A”.

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