

## 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.
  - <https://www.sae.org/standards/content/as9102c>
  - <https://iaqg.org/standards/forms/#1580768336794-1155aa5c-be4a>
  - Click "9102 Word Forms" (*Form 1, Form 2, Form 3*)
  - 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 complies with the latest revision of the AS9102 FAIR forms.
- 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"
  - Assembly with low level parts – Check "Assembly"
- **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** – Answer "Yes" or "No" if your AS9102 FAIR contains any documented nonconformances.
- **Field 20** – Signature/print name of the person who filled out this form.
- **Field 21** – Date form was filled out.
- **Field 22** – Signature/print name of the person who approves this form.
- **Field 23** – Date the form was approved.
- **Field 24 / 25** – 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** – Write the Lot # and PO#s associated with the C of Cs being provided..

## 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** – Add appropriate information if that line item uses it. If it is not applicable, use “N/A”
- **Field 11** – Add appropriate information if that line item uses it. If it is not applicable, use “N/A”
- **Field 12** – Add 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”.
- **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.