



Aerospace Supplier Assurance Program
ASAP Product Audit Checklist

Audit Date: _____ To _____

General Information

Supplier's ID No. []

Supplier's Name []

Active Purchase Order No. []

Active Fairchild Part No. []

Part Description []

Inspection Codes []

Date of Supplier's last Quality System Survey []

- Supplier stated on the survey that they will sample in accordance with ANSI Z1.4 Yes [] No [] N/A []
The supplier does not utilize acceptance sampling and performs 100% product verification, inspecting each characteristic on the Fairchild drawing/specification on each part in the order? Yes [] No [] N/A []
Does Fairchild CM maintain an approved copy of the vendor's drawing? Yes [] No [] N/A []
Does Fairchild CM maintain an approved copy of the vendor's ATP? Yes [] No [] N/A []

Work Instructions

Score []

- 1. How do you flow Fairchild PO requirements through your processes and assure that the requirements are verified on each order, i.e. part configuration, inspection codes, drawing requirement? (AS9100, 4.2.3)

OK [] Min [] Maj [] Imp []

[]

- a. Does the supplier know how to check Fairchild inspection codes on our website? Yes [] No []
b. Does the supplier verify inspection code text upon receipt of PO or change notice? (Inspection code and/or text description may change) Yes [] No []

- 2. Are work instruction materials adequately controlled and do they match the Master File? (AS9100, 4.2.3)

OK [] Min [] Maj [] Imp []

[]

3. Are ESD controls implemented, where applicable? *(AS9100, 4.2.1 d)*

OK Min Maj Imp

4. Do work instructions include written process instructions and/or process specifications for each process? *(AS9100, 4.2.1 d)*

OK Min Maj Imp

Specification

Implementation Document

1 Soldering per J-STD-001
2 Welding per AMS-STD-2219
3 Helicoil Installation
4 Riveting per MIL-STD-403
5 Control of ESD
6 Safety Wire Installations per MS33540
7 Ctrl & Application of Adhesives
8 Ctrl & Application of Primer
9 Ctrl & Application of Paint

5. Do the documented instructions provide sufficient direction to implement customer, industry, and/or regulatory requirements? *(AS9100, 4.2.1)*

OK Min Maj Imp

- a. Internal procedures implement government and industry specification (MIL specs are converted into internal procedures)? *(Best Practice)* Yes No N/A
- b. Are special tools specified in the instruction? *(AS9100, 4.2.1 d)* Yes No N/A
- c. Is acceptance criteria clearly defined (standards, pictures, samples) *(AS9100, 4.2.1 d)* Yes No N/A

6. Are work instructions and changes to work instructions approved by a specified authority? *(AS9100, 4.2.3 a, b, & 5.5.1)*

OK Min Maj Imp

7. Has the supplier provided Fairchild with a copy of their most current drawing? *(AS9100, 4.2.3)*

OK Min Maj Imp

8. Do work instructions include or refer to all applicable procedures, drawings, or other documents needed to produce the item? *(AS9102, 4.2.1 d & 7.5.1 a & b)*

OK Min Maj Imp

9. Are all Fairchild drawing requirements, drawing notes, and specifications referenced on the drawing incorporated correctly into the supplier's work instructions? *(AS9102, 7.2.1)*

OK Min Maj Imp

10. Are the work instructions available to the person performing the task? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

11. Is an adequate explanation documented when quantities change during the work flow, splits, attrition, etc.? *(AS9100, 7.5.1 g)*

OK Min Maj Imp

12. Does the disposition of nonconforming product require Fairchild approval where the corrective action would result in any deviation from the Source Controlled Drawing? *(AS9100, 8.3)*

OK Min Maj Imp

13. Are reworked/repaired parts required to be re-inspected and do they re-enter the work sequence at the same point where the nonconformance was identified? *(AS9100, 8.3)*

OK Min Maj Imp

Purchased Materials *(Trace a minimum of one item back to the purchase order)*

Score

14. Does the supplier's purchase order capture and flow down all applicable Fairchild requirements to the sub tier suppliers, including inspection codes, M&TE, and independent raw material verification? *(AS9100, 7.4.2)*

OK Min Maj Imp

15. Does the supplier provide applicable Fairchild P.O. requirements to Receiving Inspection and is there objective evidence to indicate that the sub tier supplier's product meets those requirements? *(AS9100, 7.4.3)*

OK Min Maj Imp

16. Does the supplier obtain and maintain objective evidence of the quality of product from sub tier suppliers, such as accompanying documentation, C of C, test reports, etc.? *(AS9100, 7.4.3 a)*

OK Min Maj Imp

Outside Processes

Score

17. Are work instructions provide for subcontracted work? *(AS9100, 7.4.1)*

OK Min Maj Imp

18. Are Fairchild drawings and inspection code requirements accurately and contractually flowed down?
(AS9100, 7.4.2)

OK Min Maj Imp

19. Does the supplier obtain and maintain objective evidence to indicate that their outside processor's services meet all applicable requirements? *(AS9100, 7.4.3 & 8.2.4)*

OK Min Maj Imp

Special Processes – Processes that can not be verified by subsequent monitoring and measuring.
(Select a minimum of one complex/critical process from question 4 for the audit)

Score

20. Are personnel trained and, when required, certified? *(AS9100, 6.2.2, 7.5.2, & 7.5.3)*

OK Min Maj Imp

21. How are personnel trained and/or certified? *(AS9100, 6.2.2, 7.5.2, & 7.5.3)*

OK Min Maj Imp

22. Are specific process materials, tools, and equipment stated in the process instructions and are they used by the operator? *(AS9100, 7.5.2, & 7.5.3)*

OK Min Maj Imp

23. Are specific process sequences stated in the process instructions and are they followed by the operator?
(AS9100, 7.5.2, & 7.5.3)

OK Min Maj Imp

24. Is acceptance criteria (standards, pictures, samples) clearly defined in the process instructions and are they followed by the operator? *(AS9100, 7.5.2, & 7.5.3)*

OK Min Maj Imp

25. Is all documentation under change control, approved, and at the correct revision level? (AS9100, 4.2.3, 7.5.2, & 7.5.3)

OK Min Maj Imp

26. Is the application of adhesives correctly documented? (AS9100, 4.2.3, 7.5.2, & 7.5.3)

OK Min Maj Imp

a. Is the manufacturer's instruction referenced and available to the operator or a special product details how to mix and cure? Yes No N/A

b. Does a method exist in the work instructions to document when the material is fully cured and processing can continue? Yes No N/A

27. Is the application of paint correctly documented? (AS9100, 4.2.3, 7.5.2, & 7.5.3)

OK Min Maj Imp

a. Is the manufacturer's instruction referenced and available to the operator or a special procedure details how to mix and cure? Yes No N/A

b. Does a method exist in the work instructions to document when the material is fully cured, paint thickness/adhesion is determined and are results documented? Yes No N/A

28. Is the installation of screw fasteners correctly documented? (AS9100, 7.5.2, & 7.5.3)

OK Min Maj Imp

a. Is torque value and, if required, locking method stated in the work instructions? Yes No N/A

b. Is verification of torque and locking method required? Yes No N/A

c. Do work instructions add the running torque of the locking device to the applicable fastener torque, where required? Yes No N/A

Inspection Methods

Score

29. Is inspection and verification data recorded and maintained to support compliance to P.O. requirements and are the inspection results recorded as **Actual Measurement** or as **Pass/Fail** ? (AS9100, 8.2.4)

OK Min Maj Imp

30. Does the supplier perform 100% product verification, inspecting each characteristic on the Fairchild drawing/specification on each part in the order or is acceptance sampling employed and does this agree with what the supplier stated on their Fairchild Quality System Survey ? (AS9100, 8.2.4)

OK Min Maj Imp

31. If acceptance sampling is authorized is it clearly defined in a procedure and is there objective evidence that the procedures are followed by the operator? (AS9100, 7.2.1 & 8.2.4)

OK Min Maj Imp

- a. Have Fairchild drawing characteristic classification been deployed into work instructions (Critical, Major and Minor)? Yes No N/A
- b. Do sampling records indicate the lot size, correct sample size based on the AQL or IRR, as applicable, for the characteristic classification, and the sampling results? Yes No N/A
- c. If one reject is found in a lot is the entire lot inspected for that defect? Yes No N/A
- d. Are switching rules employed and sample quantities are increased in the next lot when rejects are found in a sample? Yes No N/A

32. Are inspection records documented and maintained for First Article Inspections to validate production runs on new parts or following any subsequent change that invalidates the previous FAI result? (AS9100, 8.2.4.2)

OK Min Maj Imp

Measurement and Special Tools

Score

33. Are all tools used for measuring the acceptance of product calibrated? (AS9100, 7.5.1 c, d, e, 7.5.1.1 & 7.6)

OK Min Maj Imp

- a. If calibrated tools are being used, are they specified in the work instructions? Yes No N/A
- b. Are calibrated tools available when they are specified in the work instructions? Yes No N/A
- c. Are calibrated tools properly labeled or marked so they can be identified? Yes No N/A
- d. Does an adequate calibration recall system exist? Yes No N/A

34. Does the accuracy of measurement tools conform to Fairchild purchase order requirements? (AS9100, 7.2.1 & 7.6)
(Measurement error can be significant if the M&TE is less than 4 times as accurate as the parameter tolerance zone)

OK Min Maj Imp

35. Are all special tools controlled? (AS9100, 7.5.1 c, d, e, 7.5.1.1 & 7.6)

OK Min Maj Imp

- a. If special tools are being used, are they specified in the work instructions? Yes No N/A

b. Are special tools available when they are specified in the work instructions? Yes No N/A

c. Are special tools properly labeled or marked so they can be identified? Yes No N/A

36. Are procedures in place to ensure Special Tooling is properly stored, maintained, and fit for use?
(AS9100, 7.5.1 & 7.6)

OK Min Maj Imp

Cleanliness and Environmental Conditions – Foreign Object Damage (FOD) Prevention

Score

37. Are cleaning processes sequenced for optimum benefit and are they effective? (AS9100, 6.4, 7.5.5 & 7.6)

OK Min Maj Imp

38. Is lighting adequate to perform work and inspection operations? (AS9100, 6.4 & 7.6)

OK Min Maj Imp

39. Is plant safety promoted and evident within the facility? (Best Practice)

Yes No Imp

40. Is the environment designed to prevent foreign objects and contamination? (AS9100, 6.4)

OK Min Maj Imp

Product Controls

Score

41. Does the supplier have an implementation method that provides for product effectivity of configuration changes? (AS9100, 4.2.3 g)

OK Min Maj Imp

a. Do change notices describe how to implement the change into production? Yes No N/A

b. Do change notices describe how to implement the change for work-in-process (WIP) and how is it handled? Yes No N/A

c. Do change notices describe how to implement the change to material in stock, And how is it handled? Yes No N/A

42. Are work instructions updated to reflect configuration revision changes? (AS9100, 4.2.3 c)

OK Min Maj Imp

43. Do serialization methods have mistake proofing features to prevent duplication of serial numbers? (AS9100, 7.5.3)

OK Min Maj Imp

a. Is serialization verified by final inspection? Yes No N/A

b. Does a data base exist? Yes No N/A

c. How are serial numbers issued?

44. Is acceptance criteria clearly defined (work instructions, standards, pictures, samples, etc.) and recorded? (AS9100, 7.1 c & 7.5.1 a)

OK Min Maj Imp

Test Procedures

Score

45. Is the ATP in use approved in writing by Fairchild and is it on file with Fairchild? (AS9100, 7.2.1 a)

OK Min Maj Imp

46. Does the supplier have a standard method for preparing test procedures and is it utilized? (Best Practice)

Yes No Imp

47. Does the supplier have a standard method for review, approval, and configuration control of test procedures and changes to test procedures, and is this method utilized? (AS9100, 4.2.3)

OK Min Maj Imp

48. Does the supplier's Quality and Manufacturing organization participate in the review and approval of test procedures? (Best Practice)

Yes No Imp

49. Does the supplier have training and, when required, certification and re-certification program for test personnel? (AS9100, 6.2.2)

OK Min Maj Imp

50. Are ATP's performed only by trained and, when required, certified test personnel? (AS9100, 6.2.2)

OK Min Maj Imp

51. Are test procedures available to test personnel? (AS9100, 7.5.1 a & b)

OK Min Maj Imp

52. Does the test procedure specify all the equipment, special tools and/or computers to be used? (AS9100, 7.5.1 c)

OK Min Maj Imp

53. Is test software revision controlled and both the revision and name are specified in the ATP? (AS9100, 4.3)

OK Min Maj Imp

54. Does the test procedure specify the equipment accuracy for generic M&TE, and meet Fairchild's PO requirement?

(Measurement error can be significant if the M&TE is less than 4 times as accurate as the parameter tolerance zone.) (AS9100, 7.2.1 a)

OK Min Maj Imp

55. Does the test procedure have clear acceptance criteria for each parameter or function tested and is it mapped from the document to the data sheet? (AS9100, 7.1 c & 8.2.4)

OK Min Maj Imp

56. Does the test procedure include direction for documenting test failures? (AS9100, 8.3)

OK Min Maj Imp

57. Do test data sheets contain the ATP number, revision, part number, serial number, date tested, operator stamp or legible signature, results of each parameter or functions tested, and failure report number, if applicable? (AS9100, 7.5.3 & 8.2.4)

OK Min Maj Imp

58. Do test procedures include or refer to all procedures, drawings, or other documents needed to test the item and are they available to the test operator? (AS9100, 4.2.1)

OK Min Maj Imp

59. Does the test data sheet format utilize mistake proofing? (Best Practice)

Yes No Imp

- a. Are entries organized for easy and quick review? Yes No N/A
- b. Are ranges specified rather than +- tolerances?? Yes No N/A
- c. Are units of measured values stated? Yes No N/A
- d. Are actual values recorded, not simply pass/fail? Yes No N/A

Manufacturing (CNC) Software

Score

60. Does the supplier protect the master CNC program, is a backup copy maintained, and is access limited to only authorized personnel? *(AS9100, 4.2.3)*

OK Min Maj Imp

61. Are set-up sheets and instructions present? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

62. Are set-up sheets and instructions controlled? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

63. Are set-up sheets and instructions backed up? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

64. Are required programs identified in the set-up requirements or within the work instructions?
(AS9100, 7.5.1 c)

OK Min Maj Imp

65. Does a method exist to show the program is approved to produce a specific revision level of the part?
(AS9100, 7.5.1 c)

OK Min Maj Imp

Inspection (CMM) Software

Score

66. Does the supplier protect the master CMM program, is a backup copy maintained, and is access limited to only authorized personnel? *(AS9100, 4.2.3)*

OK Min Maj Imp

67. Are set-up sheets and instructions present? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

68. Are set-up sheets and instructions controlled? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

69. Are set-up sheets and instructions backed up? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

70. Are required programs identified in the set-up requirements or within the work instructions?
(AS9100, 7.5.1 c)

OK Min Maj Imp

71. Does a method exist to show the program is approved to produce a specific revision level of the part?
(AS9100, 7.5.1 c)

OK Min Maj Imp

Test Software

Score

72. Does the supplier protect the master Test program, is a backup copy maintained, and is access limited to only authorized personnel? *(AS9100, 4.2.3)*

OK Min Maj Imp

73. Are set-up sheets and instructions present? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

74. Are set-up sheets and instructions controlled? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

75. Are set-up sheets and instructions backed up? *(AS9100, 7.5.1 b)*

OK Min Maj Imp

76. Are required programs identified in the set-up requirements or within the work instructions?
(AS9100, 7.5.1 c)

OK Min Maj Imp

77. Does a method exist to show the program is approved to produce a specific revision level of the part?
(AS9100, 7.5.1 c)

OK Min Maj Imp

Fairchild Lead Auditor: _____ Phone: _____

Fairchild Auditor: _____ Phone: _____

Fairchild Auditor: _____ Phone: _____

Supplier's Authorized Representative: _____

Authorized Representative's Title: _____

I have reviewed and concur with the audit results contained herein.

(Supplier Representative Signature)