

**PURCHASE ORDER ATTACHMENT Q-2**  
**First Article Inspection by Seller**

**NOTE: If a complete First Article is not required per paragraph VII below, completion of the Change Notification Declaration on page 3 is required to be submitted for every shipment.**

- I. INSPECTION AND TEST: Seller shall conduct a complete First Article Inspection and/or Test (FAI/T) on a single part from the first production lot of the initial purchase order. The part shall be a representative sample of the Seller's manufacturing process. For parts that are the product of a die or mold, the First Article Inspection shall be performed on one piece per cavity. The First Article does not need to be performed again unless one of the change notification events listed below occurs or the Buyer's Quality Representative specifically requests a new First Article because of Quality concerns.
- II. PRODUCTION RUN: Seller shall not commence production beyond the initial quantity needed for the first article sample or the first production lot, when specified in the purchase order. Parts produced beyond the sample quantity shall be at the sole risk of the Seller.
- III. REPORTS: The First Article Inspection Report shall show the actual measured values, the number of observations for each drawing characteristic, and the specified Acceptance Inspection Requirements. The First Article Inspection/Test Report (FAI/TR) and supporting data shall be available for review by the Buyer's Representative upon request during the required period of retention. Inspection/Test Data shall show at a minimum:
  1. Quantity Inspected
  2. Listing of Specification Required Parameters vs. Measured Actuals
  3. Evidence of Seller's Quality Assurance Review and Acceptance
- IV. FIRST ARTICLE REPORT: Seller shall complete the First Article Inspection/Testing required to document compliance to the purchase order requirements. The Seller shall include a copy of the report and supporting data with each delivery of First Article parts. The following information is required as a minimum:
  1. Buyer's Purchase Order Number/Revision and Line Item
  2. Buyer's Part Number/Revision (specification information if applicable) and nomenclature; of the as built configuration as applicable
  3. Seller's Name and Address
  4. Seller's Purchase Order Number/Revision
  5. Seller's Packaging Slip Number, or identifier of specific shipping lot, and Date of Shipment. Shipping lot identifiers may include:
    - i. Final Inspection Lot Number
    - ii. Invoice Number
    - iii. Shipping Lot Number
  6. Lot Number, Serial Number and Date Code as applicable

- V. **FIRST ARTICLE FAILURE:** Failure to pass the First Article Inspection/Test shall constitute rejection of the initial lot. The Seller shall not resubmit parts to Buyer until documentation indicating:
1. Cause and corrective action was taken by Seller to resolve the deficiency: i.e. rework or repair if authorized, replacement, scrap, revision of documents, etc.
  2. Cause and corrective action was taken by Seller to prevent reoccurrence of the discrepancy in future production hardware.
  3. Nonconforming articles in the lot have been removed.

- VI. **OBLIGATIONS:** Acceptance of first article parts or a preproduction sample, nor Buyer's authorization to proceed with the production run shall constitute acceptance on any subsequent items or a modification or limitation of any representation, warranty, or of any obligation of Seller to perform strictly in accordance with the provisions of the purchase order.

- VII. **CHANGE NOTIFICATION:** Seller is required to notify Buyer of any change that may require a new FAI/T be completed on the first production item manufactured after such change.

Seller shall perform a full FAI/T or a partial FAI/T for affected characteristics, when any of the following occurs:

1. A change in the design characteristics affecting fit, form, or function of the part.
2. A change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling, or materials that can potentially affect fit, form, or function.
3. A change in numerical control program or translation to another media that can potentially affect fit, form, or function.
4. A natural or man-made event, which may adversely affect the manufacturing process.
5. An implementation of corrective action required to complete a previous FAI/T.
6. A lapse in production for two years shall require an update for any characteristics that may be impacted by the inactivity. This lapse is from the completion of last production operation to the actual restart of production.

After notification, Buyer will advise Seller if a new FAI/T is required.

## Change Notification Declaration

*I certify that there have been no:*

- 1. Change in design characteristics affecting fit, form, or function of the part.***
- 2. Change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling, or materials that can potentially affect fit, form, or function.***
- 3. Change in numerical control program or translation to another media that can potentially affect fit, form, or function.***
- 4. Natural or man-made event, which may adversely affect the manufacturing process.***
- 5. Implementation of corrective action required to complete a previous FAI/T.***
- 6. Lapse in production for two years. A lapse in production for two years shall require an update for any characteristics that may be impacted by the inactivity. This lapse is from the completion of last production operation to the actual restart of production.***

***for the parts being delivered since the last First Article Inspection and/or Test (FAI/T) have been submitted.***

Part Number	Spectrolab Purchase Order	Company Name
Company Rep Signature	Title	Date