



Counterfeit Parts & FOD Prevention Kit

Two programs auditors write up all the time, ready to fill in.

What's inside

File	What it is / how to use it
01_Counterfeit_Parts_Prevention_Procedure.docx	Purchasing controls, PO flowdown text, non-authorized source controls, receiving checks, suspect handling, GIDEP/ERAI reporting.
02_FOD_Prevention_Program.docx	FOD area levels, tool/hardware accountability, product protection, FOD walks, incidents, metrics.
03_Forms_CF1_CF2_FOD1_FOD2_and_Entry_Log.docx	Suspect part report, quarantine tag, FOD incident report, lost tool report, critical area entry log.
04_FOD_Walk_Checklist.docx	14-point FOD walk checklist.
05_Counterfeit_and_FOD_Logs.xlsx	Source & traceability log, suspect parts log with reporting flags, FOD walk log with monthly trend, tool shift counts, training due dates.

Recommended order

1. Edit the procedure and program to match your shop; get them approved.
2. Add the PO flowdown text to your purchase order terms.
3. Set up FOD areas, signs and shadow boards.
4. Start the logs on day one; do the first FOD walk this week.
5. Train everyone and record it.

References AS9100D clauses 8.1.4 and 8.5.1, AS5553, AS6174, AS6081 and NAS 412 by number only. No standard text is included; buy standards from SAE (sae.org) or AIA.

About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Counterfeit Parts Prevention Procedure

Counterfeit Parts & FOD Prevention Kit - Document 01 - Rev A (2026-10)

1. Purpose and scope

Prevent counterfeit and suspect unapproved parts from entering [Company] products, and handle any that are found. Applies to purchased parts, materials, electronic components, fasteners and assemblies that go into deliverable product. Supports AS9100D clause 8.1.4 (prevention of counterfeit parts) and customer flowdowns such as DFARS 252.246-7007/-7008 for electronic parts. Clause numbers only; read the standards for their requirements.

2. Definitions

Term	Meaning in this procedure
Counterfeit part	An unauthorized copy, imitation, substitute or modified part knowingly misrepresented as genuine (e.g., remarked, refurbished sold as new).
Suspect counterfeit	A part with credible evidence it may be counterfeit, not yet confirmed.
Authorized source	The original manufacturer (OCM/OEM) or its franchised/authorized distributor, or a source the customer approves.
Independent distributor / broker	Any other source. Use only with the controls in Section 5.
Obsolescence	Part no longer available from authorized sources: main driver of counterfeit risk.

3. Responsibilities

Role	Duty
Quality manager	Owns procedure; decides suspect parts disposition; reports to customer and GIDEP.
Purchasing	Buys from authorized sources; documents any exception; flows down requirements on POs.
Receiving inspection	Checks documents and parts per Section 6; quarantines suspects.
Engineering	Manages obsolescence; approves alternates.
All employees	Report suspected counterfeit parts; complete awareness training.

4. Purchasing controls

- Buy from the OCM/OEM or authorized distributor whenever available. Record the source type on the Approved Source & Traceability Log.
- Every PO for deliverable parts carries the flowdown: 'Seller shall supply only new and authentic parts from the original manufacturer or its authorized distribution; provide certificate of conformance and manufacturer traceability; notify Buyer of suspect counterfeit parts; and flow these requirements to sub-tier suppliers.'
- Plan for obsolescence: life-time buys, approved alternates, and early notice from engineering.
- If a non-authorized source is unavoidable: written risk assessment, quality manager and (if required) customer approval BEFORE the order, and the testing in Section 5.

5. Non-authorized source controls

- Supplier qualification: certified to a recognized counterfeit-avoidance standard where applicable (e.g., AS6081 for distributors of electronic parts); check GIDEP and ERAI history.