

AS9102 First Article Inspection Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not regulatory advice. The workbook is not the official AS9102 form; its fields follow the Rev C layout. If your customer requires its own form or portal, use that. The customer requirement wins.

Plan on about 20–30 hours to set up, then 4–16 hours per FAI. Do these steps in order:

1. **Open the guide first.** Open **00_Start_Here_README.pdf**. It lists every file, the eight steps, who owns what and a 90-day plan. Keep the **Examples** folder open beside your blank forms.
2. **Adopt the procedure.** Edit **03_FAI_Procedure_Template**: replace every [bracketed item] and route it through document control. Section 6.1 says when an FAI is required (AS9100 clause 8.5.1.3).
3. **Set up the FAI index.** In **01_AS9102_FAI_Forms_1-2-3_Template.xlsx**, FAI Index sheet, log every FAI by part and revision. Enter your lapse period at the top.
4. **Balloon the drawing.** Follow **02_Ballooning_Guide**. Give every requirement a unique number, including notes, title block and spec call-outs. Run the QA check: balloon count = Form 3 line count.
5. **Fill in Forms 1 and 2.** Form 1: part, drawing, revisions, full or partial. Form 2: every material, special process and functional test with spec, supplier and cert. Enter N/A if no test is required.
6. **Record Form 3.** One line per balloon. Record actual values, not 'OK'. Every FAIL gets an NCR number. Keep the FAI marked not complete until each nonconformance is resolved.
7. **Decide full or partial on changes.** Use **04_Partial_Delta_FAI_Decision_Guide**. Not sure what a change affects? Do the full FAI. Record why.
8. **Check before you submit.** Run **05_FAI_Common_Rejection_Reasons_Checklist** on every package. Get the approval signature and submit in the format your customer requires.

Stuck? See normanqualitytools.com for support options. Stuck on a customer requirement? Ask the customer and write down the answer.

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