

Policy No	RCF/POL/FAI	Revision No	0	Date Issued:	dd/mm/yyyy
Policy Title	Policy on First Article Inspection				

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Guidelines for Writing FAI Report:

1. RCF shall clearly mention in the Bid Document/Purchase Order whether the said item falls under the purview of FAI/Delta-FAI. This condition shall be conveyed by CDE or CEDE to Planning department who in turn shall forward the same verbatim to purchase department.
2. All bidders shall provide an undertaking that the FAI or Delta-FAI requirements mention in the bid document are clearly understood by them and shall be complied with.
2. RCF shall not entertain any request for giving waiver of FAI since not performing of FAI shall seriously violate the IRIS™ Certification standards requirement and will adversely affect RCF's IRIS™ certification.
3. Vendor shall submit FAI report for verification normally within a period of 90 days but not exceeding 180 days from the date of placement of PO, in any case. Period for submission of FAI, will also be of essence in the contract and the same will be so stated in the contract/PO. If the Firm fails to submit FAI report within the specified period, same will dealt with in legal context of the contract.
4. For development orders, FAI shall not be undertaken unless the firm's Capacity cum Capability Assessment (CCA) has been done.
5. FAI Report/Delta FAI report should be submitted in A-4 sized document. Any enclosures/drawings etc. larger than A-4 size shall be suitably folded and placed for reference correctly as part of the complete report document.
6. Each page shall be numbered, and cross referenced to the details provided at the summary pages.
7. The FAI/Delta-FAI Report shall be submitted both in hard copy and softcopy and shall be signed by the person executing the contract with RCF. For digital report, the PDF format should be submitted duly digitally signed by the same person who has signed the paper FAI/ Delta-FAI report.
8. Certified copies of all reports of testing done and all test reports shall also be placed in this section and the same shall be indicated on the summary pages.
9. Report of Delta-FAI shall be prepared by covering the changes from the previously approved FAI Report. The Summary pages shall be suitably modified to indicate this fact.
10. The Delta-FAI REPORT must be accompanied by the certified copy of original FAI report of the previously approved part for which Delta FAI is being done.

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Summary Page:

The summary page(s) of the FAI Report shall contain the following Annexures –

1. Inputs and resources required.
2. FAI Planning sheet
3. FAI Preparation Sheet
4. FAI Execution Sheet
5. Format of FAI Report

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Annexure-I

Input and Resources Required:

Process Sequence Tables given below shall be filled up for each process in complete details in the same sequence as is followed for the production of the article:

Table 1 [Process 1]:

Process Sequence No.					
Brief Description of the Process:		< Enter brief description of the process activity including special processes, their validation and its approval. (Whether in-house or outsourced)>			
Controls deployed for input resources provisioning and management for ensuring product /service quality				Stage / Sequence Inspection Details	Statutory/ Regulatory requirements
Manpower	Material	Machinery Plant and other Infrastructure	Method		
<i>Enter the qualification / skills required and attach evidence of actual deployment</i>	<i>Enter material specifications required and attach material test reports/ certificate. Traceability requirements</i>	<i>Enter MPI details required for the process (whether all these MPI available in-house).</i>	<i>Briefly describe the process activity. Attach WI where available. Any required environmental conditions shall be listed in the instructions.</i>	<i>Detail the inspection / measuring / testing done at the process stage. Attach a copy of the documented result. Indicate the pages containing the document. Product configuration requirement w.r.t. drawings. and specifications</i>	<i>Whether applicable Statutory/ Regulatory requirement are met. Any discrepancy or non-conformity or both of the product or process to statutory and regulatory, contract and internal requirements.</i>

Note: Internal/ Endurance/ Performance tests to be defined as an activity and test results to be recorded as specified in Specification.

Note: Please print separate table for each process duly following the sequence of manufacturing. Each subsequent process table shall be printed below the preceding process table.

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Annexure – II

FAI Planning Document

RAIL COACH FACTORY, KAPURTHALA /रेल कोच फैक्टरी, कपूरथला

FAI Planning / एफएआई की योजना

Business Management System(ISO/TS 22163)/बिजनेस मैनेजमेंट सिस्टम (आईएसओ / टीएस 22163)

Form No/फॉर्म नं-MDF 5004

Version/संस्करण-1.0

FAI Planning Number :		Date:	
Reason for initiation of FAI:			
Reference FAI :	Inhouse / Outsourced / EPPPS		
Inhouse details:			
Name & Address of Outsourced / EPPPS (if applicable)			
EPPPS Ranking (if any) :			
Contact Person:		Contact Cell No.:	
Item No.:		Revision No:	
Drawing No.:		Revision No:	
Does item is Safety Critical:	Yes	No	
Details of Special Process:			
Reference P.O. No:		Date:	
FAI Team Members:	Name	Designation	Process
Team Leader:			
Members:			
Members:			

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Annexure – III

FAI Preparation

RAIL COACH FACTORY, KAPURTHALA / रेल कोच फैक्टरी, कपूरथला FAI Preparation / एफएआई की तैयारी Business Management System (ISO/TS 22163)/बिजनेस मैनेजमेंट सिस्टम (आईएसओ / टीएस 22163) Form No/फॉर्म नं-MDF 5005 Version/संस्करण-1.0			
FAI Preparation			
FAI Planning Number:		Date:	
Has EPPPS been has carried out FAI prior to calling RCF Inspection team?			
Are all relevant Reference Drawing with revision Number available?	Yes / No	Reference Document No.	
Are relevant Specifications available?	Yes / No	Date:	
Are Special Process(es) validated?	Yes / No		
Are Process Parameters well established and documented?	Yes / No		
Are Manufacturing and Inspection Process Instructions available and complete?	Yes / No		
Is Quality Plan available and complete?	Yes / No		
Decision: (Please type either: FAI to be carried out / or: FAI preparedness preview failed).			
FAI Team Members:	Name	Designation	Signature
Team Leader:			
Members:			
Members:			

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Annexure – IV

FAI Execution:

RAIL COACH FACTORY, KAPURTHALA / रेल कोच फैक्टरी, कपूरथला

FAI Execution / एफएआई की निष्पादन

Business Management System (ISO/TS 22163)/ बिजनेस मैनेजमेंट सिस्टम (आईएसओ / टीएस 22163)

Form No/फॉर्म नं-MDF 5006

Version/संस्करण-1.0

FAI Execution			Date of FAI:
FAI Planning Number and Date:			Reference Document No. & Date:
Product Inspection	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Reference Test Certificate:	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Production Process:	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Verification of Special Process:	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Product Configuration and Traceability:	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Product specific Statutory Requirements:	Conforming / Non-Conforming (N.C.)	Details for N.C. (if any)	
Decision of First Article Inspection: (Print: Accepted / Rejected)			
FAI Team Members:	Name	Designation	Signature
Team Leader:			
Members:			
Members:			

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Format for FAI report

Check-sheet of Inspection done during FAI

<each page must to be countersigned by the officials doing the FAI>

S. No.	Section	Question	Answer	Details/Evidence	Action	Who	Due-Date	Blocking	Closure Date	Remarks to status of action	Remarks to Question
1.	Purchase order	Is the status of the purchase order correct? (number, date and issue level)									
2.	Purchase order	Is the order confirmation available?									
3.	Scope of supply Type testing /	Is the documentation updated as per latest purchase order and relevant open items: - Supplier drawing / bill of material (BOM)/ wiring lists - Drawing detail / issue - Supplier part numbers - Modification level									
4.	Type testing / Routine testing	Is the routine testing status of the first article consistent with the inspection and test plan? (Remark: all Procedures and reports shall be available for review)									
5.	Type testing / Routine testing	Is the type testing status of the first article consistent with the Qualification and Test Plan (QTP)? (Remark: all Procedures and reports shall be available for review)									
6.	Identification/ Configuration	Have the identification/configuration of the parts been inspected?									

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S. No.	Section	Question	Answer	Details/Evidence	Action	Who	Due-Date	Blocking	Closure Date	Remarks to status of action	Remarks to Question
7.	Documentation	Is the content/layout of the Inspection Certificate (e.g. Inspection Certificate 3.1 according to EN 10204:2005) consistent with customer's requirements?									
8.	Inspection of component	Is all the required labelling available & positioned correctly (e.g. identification plate)?									
9.	Inspection of component	Has the first article used for the FAI been produced using the final series production processes & equipment? (i.e. prototype not acceptable)									
10.	Inspection of component	Do workmanship and aesthetics meet customer requirements?									
11.	Inspection of component	Are all routine test reports compliant with test Procedures? (Witness routine test as specified, cross reference the FAI component serial number, and review test reports)									
12.	Inspection of component	Is the routine test equipment calibrated? (Request copies of supporting documentation)									
13.	Inspection of component	Do the critical parameters (e.g. dimensions, electronic values) and Interfaces match the latest specifications or model on all parts? (Review dimensional reports for all the FAI component parts, and understand how dimensions have been recorded, e.g. using a measuring machine or by hand, ...)									
14.	Inspection of component	Is the correct version of software (and of software patches if applicable) installed? (Record and check with engineer)									

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S. No.	Section	Question	Answer	Details/Evidence	Action	Who	Due-Date	Blocking	Closure Date	Remarks to status of action	Remarks to Question
15.	Installation instruction and training	If applicable: have the installation instruction and the documents for installation training at the customer been forwarded to the relevant persons?									
16	Packaging	Do the packaging, delivery method, delivery documentation, and component identification meet export, customs and customer requirements									
17	Concessions	Has the status of any applicable concession been documented?									
18	Concessions	If rework has taken place on the component, was an agreed & approved rework procedure followed and did the supplier obtain approval prior to reworking this specific item?									
19	Software Quality Assurance (SWQA): Part number	Is a part number given for each software and hardware component of the system?									
20	Software Quality Assurance (SWQA): Documentation	Have all documents required been accepted by Software Quality Assurance (SWQA)?									
21	Software Quality Assurance (SWQA): Validation	Is the software validated and has the validation report been approved?									
22	Safety	Does the product match all the safety requirements.									

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Annexure - V

General Format of FAI Report:

Cover Page Template:

Name of the Contractor			
Address of the Firm			
Contract/P.O. Number			
Full Description of the of the Item(s) as per contract for which FAI report is drawn up.			
Contact Person to be contacted for follow up with the FAI			
Name	Designation	Email-ID	Contact Number

FAI Conducted on:	
Locations at Which FAI was conducted: <i><In case the item is manufactured in parts at more than one location></i>	

1. Please attach all relevant documents duly stamped and countersigned in Ink.
2. Wherever necessary, if additional pages are required to furnish complete information, it should be supplied in the respective given formats only.
3. Firms are free to furnish any additional information but only at the end of this report as additional annexure. **Main formats should not be modified.**