

MILLENNIUM SPACE SYSTEMS

First Article Inspection Report (FAIR) Form User Guide

MSS08080-101-MP

REV -

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| REVISION HISTORY | | | |
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First Article Inspection Report (FAIR) User Guide

I. Purpose and Scope

This document defines and clarifies the requirements for the **Millennium Space Systems (MSS) First Article Inspection Report (FAIR) Form**. Adherence to these guidelines is mandatory to ensure the standardized acceptance of hardware and to verify that all manufacturing processes consistently meet design specifications.

Version Control and Compatibility

Critical: Prior to beginning the inspection process, the user shall verify that the **Revision Level** of this standard matches the **Revision Level** referenced on the **MSS FAIR Form**.

- If the revision levels are not synchronized, the instructions and data entry requirements contained herein may not apply.
- In the event of a version mismatch, contact the MSS Quality Department to obtain the correct documentation before proceeding.

II. References

| MSS Standards and Documents | |
|-----------------------------|---|
| MSS08012-205-RQT | Millennium Space Systems Supplier Quality Manual |
| MSS08012-204-RQT | Millennium Space Systems Quality Clause Requirements |
| MSS08081-101-FRM | Millennium Space Systems First Article Inspection Report Form |
| MSS02854-101-FRM | Millennium Space Systems Supplier Deviation Request Form |

| Industry Standards and Documents | |
|----------------------------------|--|
| AS9102 | Aerospace First Article Inspection Requirement |

III. Responsibilities

- **Supplier** – Shall fully comply with every requirement defined in this standard. All required documentation, test results, certificates, bubble drawings, waivers, and any other evidence shall be submitted in a complete, organized package.
- **Millennium Inspector** – Upon receipt of the supplier package, the assigned Millennium inspector reviews the submission against the standard. The inspector either **accepts** the package (sign-off) or **rejects** it.

- **Rejection Note** – If the package is rejected, the inspector shall provide a clear, written note that specifies the exact reason(s) for rejection (e.g., missing waiver reference, non-conforming measurement, absent bubble drawing). The Report along, with the note, is returned to the supplier for correction.

These responsibilities support Millennium's values of Excellence, Integrity, and Collaboration by ensuring a transparent, auditable review process.

IV. Requirements

1. Order of Precedence and Compliance

In the event of conflicting information or technical discrepancies, the following **Order of Precedence** shall be applied to determine the governing requirement:

1. **Purchase Order (PO):** The primary contract and specific instructions for the procurement.
2. **Engineering Drawing:** The specific design, dimensions, and material specifications for the part.
3. **This Standard:** The general quality and technical requirements established herein.
4. **AS9102:** The industry standard for First Article Inspection Report submission.

2. Documentation and EIDP Submission Requirements

In preparation for the **First Article Inspection Report (FAIR)**, the following documentation shall be compiled and submitted as part of the **End Item Data Package (EIDP)**. All "Required" items shall be included to ensure a complete submittal.

Required Documentation

- **Material & Component Certification:**
 - Raw Material Certificates of Conformance (CoC) and Laboratory Test Reports.
 - Commercial Off-the-Shelf (COTS) Component CoCs.
- **Process & Performance Validation:**
 - Special Process CoCs and associated Test Certificates (e.g., plating, heat treating, welding).
 - Qualification Test Procedures (QTP) and Qualification Test Reports (QTR).
 - Acceptance Test Procedures (ATP) and Acceptance Test Reports (ATR).
 - Electrical Conformity and Continuity Test results.

Supplemental & Conditional Documentation

The following items are categorized as **Optional** unless otherwise specified by the contract:

- Equipment Calibration Certificates.

- Coordinate Measuring Machine (CMM) Inspection Programs/Data.
- Dimensional Inspection Reports: While generally optional for the FAIR, these shall be submitted if the Purchase Order invokes **MSSQC-3** requirements.

3. Equipment, Measurement, and Traceability Requirements

The Supplier shall utilize **calibrated measurement equipment** with a resolution and accuracy capable of verifying the specified characteristics. All equipment used for inspection shall be documented in **Section 5** to maintain a complete audit trail.

For each characteristic measured, the following data points are required:

- **Equipment Description:** The specific tool used (e.g., Digital Caliper, Micrometer).
- **Traceability Number:** The unique asset ID or serial number linked to National Standards.
- **Calibration Due Date:** Verification that the equipment is within its active service interval.

V. FAI Form Requirements

Data Entry Requirements

All fields in this document are **mandatory**. To ensure complete record-keeping, do not leave any input areas blank.

Entry Types

- **Standard Entry:** Provide the specific data or information requested for the field.
- **Non-Applicable Entry:** If a specific field does not apply, enter "N/A" or "**Not Applicable**" to confirm the requirement has been reviewed.

"Conforming?" Checkbox Logic

The checkbox utilizes **True/False** logic to indicate the status of the requirement:

- **Checked (✓) [True]:** The item is conforming, or an "N/A" row has been reviewed and approved. Use this when data meets the requirement.
- **Unchecked (□) [False]:** The item is non-conforming or has been waived. Leave the box unchecked if the data fails to meet the requirement.

Worksheet-Level "Not Applicable" Status

- **Sections 2 through 5:** If an entire Section is "Not Applicable," enter "N/A" in the row and **check** the "Conforming?" box to indicate the N/A status is reviewed and accepted. This has been made easy by the buttons as shown in Figure V-1.

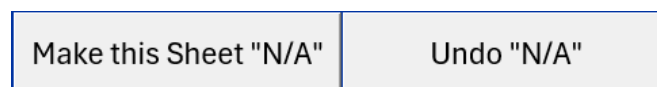


Figure V-1 Sections "Not Applicable" and Undo "N/A"

- **To Make "N/A":** Click the **"Make this Sheet 'N/A'"** button located at the top of the worksheet. This will make every column "N/A" and gray the fields out.

| # | Material Specification or Part Number | Material Description | Lot Number | Cert Number | Supplier / Mill | Exp. Date | Conforming? |
|-----|---------------------------------------|----------------------|------------|-------------|-----------------|-----------|-------------------------------------|
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | <input checked="" type="checkbox"/> |

Figure V-2 Worksheet Made "N/A"

- **To Undo:** If the button was selected in error, click the **"Undo 'N/A'"** button to restore active input fields. This returns the Worksheets back to the standard default look as provided in the following sections.

Worksheet-Level "Not Applicable" Status

- **Section 5 for Waived/Exempted Characteristics:**
 - If a characteristic has been **waived**, do **NOT** check the "Conforming?" box. The unchecked box signals that the requirement is waived rather than conforming.
 - The user shall provide the **Non-Conformance (NC) Reference Number** in the Notes column and reference it in **Section 1 (Deviations & Waivers)**.

| # | Description (units) | Nominal | Upper Tol. | Lower Tol. | Actual Measured | Conforming? | Measurement Method | Eqpt. Serial Number | Eqpt. Calib Due Date | Notes |
|---|---------------------|---------|------------|------------|-----------------|--------------------------|--------------------|---------------------|----------------------|------------------------|
| 1 | Note 1: 304 SS | Note | N/A | N/A | Waived | <input type="checkbox"/> | N/A | N/A | N/A | 302 SS per SDR#NC-1234 |

Figure V-3 Example of Allowed Deviation

Row Management

- **Adjust Number of Rows:** Use the button as shown in Figure V-4 to adjust the number of blank rows as needed.

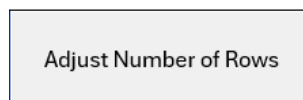


Figure V-4 Adjust Number of Row Button

- The message box shown in Figure V-5 will only take whole numbers. If any value is entered besides a number, the user will experience an error message as shown in Figure V-6.

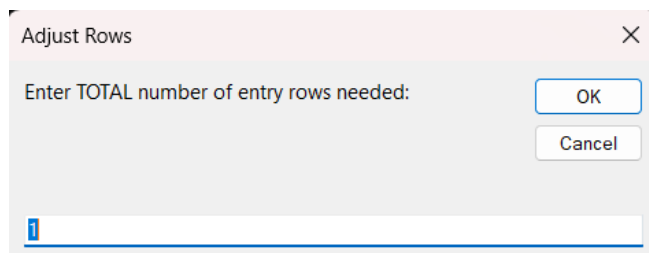


Figure V-5 Adjust Rows Message Prompt

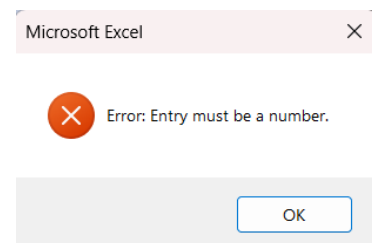


Figure V-6 Adjust Rows Error Message

1. Section 1 – Supplier Accountability and Signatures


| | | | |
|---|--|---|--|
|  MILLENNIUM SPACE SYSTEMS A Boeing Company | | FIRST ARTICLE INSPECTION REPORT <i>External Provider Submittal Form</i> All Fields Required: Do not leave any blank. For detailed instructions see MSS08080-101-MP | |
| SECTION I — GENERAL INFORMATION | | | |
| Supplier / Organization Name: | | FAIR Number: | |
| Purchase Order: | | Serial (or Lot) Number: | |
| Part Number: | | Part Name / Description: | |
| Drawing Number: | | Drawing Revision Level: | |
| NCR / Deviation References: | | | |
| Supplier: Click here to Sign Off and Lock Workbook | | Click here to unlock input fields | |
| Supplier Sign Off: | | | |
| CHECKLIST - Verify all items are attached, as applicable, before submitting: <ul style="list-style-type: none"> <input type="checkbox"/> NCR / Deviation References with supporting documentation (Section 1) <input type="checkbox"/> Material Certifications (one per line item in Section 2) <input type="checkbox"/> Process / Special Process Certifications (Section 3) <input type="checkbox"/> Functional / Test Reports (if required by drawing or PO) (Section 4) <input type="checkbox"/> Dimensional Inspection Data / CMM Report (Section 5) <input type="checkbox"/> Marked-Up Drawing (each characteristic circled and numbered to match Section 5) | | | |
| MSS ONLY | | MSS Reviewer Sign Off | |
| Overall FAI Disposition: | <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED, AND WHY: | | |
| MSS Reviewer: | | | |

Figure V-7 Section 1

General Information

- Fill in all sections and provide a uniquely generated FAIR number; this number shall not be repeated for any other FAIR as provided by the Supplier.
- Any deviations from the engineering requirements shall be requested by use of MSS Form MSS02854-101-FRM Supplier Deviation Request

Final Review and Documentation Audit

Before proceeding to the digital sign-off, the Supplier should perform a comprehensive audit of the workbook and the associated data package:

- **Field Completion:** Every fillable field shall contain an entry. If a specific requirement does not apply, the field shall state "N/A" or "Not Applicable."
- **Deviation and Non-Conformance Traceability:** Ensure any process variations are explicitly referenced by their **Deviation Numbers** in the relevant sections.
 - **Required Action:** If a non-conformance is identified, the corresponding **NCR Number** shall be entered into the **Reference Field** of **Section 1**.
 - **NCR Authorization:** All referenced non-conformances shall utilize an **approved, MSS-generated NCR number**. This number is provided only through the formal **Supplier Deviation Request (SDR)** process.
 - **Required Attachment:** The fully approved SDR/NCR documentation shall be physically attached to the final **End Item Data Package (EIDP)** to support the "Use-As-Is", "Rework, or "Repair" disposition.

Documentation Checklist and EIDP Preparation

The **Section 1 Checklist** serves as the primary verification gate for the End Item Data Package (EIDP). The Supplier shall use this section to track and confirm that all required supporting documentation is present and correctly mapped to the FAIR.

CHECKLIST - Verify all items are attached, as applicable, before submitting:

- ☐ NCR / Deviation References with supporting documentation (Section 1)
- ☐ Material Certifications (one per line item in Section 2)
- ☐ Process / Special Process Certifications (Section 3)
- ☐ Functional / Test Reports (if required by drawing or PO) (Section 4)
- ☐ Dimensional Inspection Data / CMM Report (Section 5)
- ☐ Marked-Up Drawing (each characteristic circled and numbered to match Section 5)

Figure V-8 Section 1 Document Checklist

Checklist Execution

- **Document Verification:** As each required document (CoCs, Test Reports, ATPs, etc.) is prepared and attached to the package, the Supplier shall mark the corresponding checkbox in **Section 1**.
- **N/A Applicability:** If a specific document category or an entire documentation subsection is determined to be non-applicable to the specific assembly or contract:
 - Utilize the "**Make this Sheet 'N/A'**" button located at the top of the relevant worksheet or section.
 - This action will programmatically mark the fields as "N/A" and satisfy the mandatory field requirements for the final sign-off validation.

- **Cross-Reference:** Ensure that any document marked in Section 1 matches the traceability data (Batch/Lot/Serial Numbers) entered in the subsequent manufacturing and inspection sections of the workbook.

Digital Signature and Locking

Once Sections 1 through 5 are confirmed complete and all attachments are verified, the Supplier shall formally certify the data:

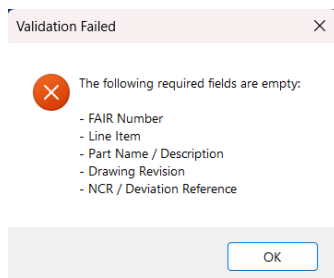
1. **Locate the Sign-Off Tool:** Find the button labeled

“Supplier: Click here to Sign Off and Lock Workbook” as shown in Figure V-9.

| | |
|--|-----------------------------------|
| NCR / Deviation References: | None |
| Supplier: Click here to Sign Off and Lock Workbook | Click here to unlock input fields |

Figure V-9 Supplier Signature Button

2. **Automated Validation:** Upon clicking, the system will validate the form to ensure all fillable fields are either completed or marked as "N/A." The signature process will not proceed if empty fields are detected. If it fails it will prompt a similar error message as shown in Figure V-10. The Workbook will then proceed to the first unfilled field. Additionally, if any check marks are left off for “Conforming?”, the user is required to enter a SDR# into the Section 1 **NCR/Deviation Reference Field**, this is shown in Figure V-11.



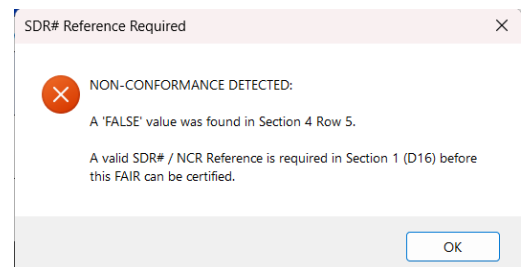
Validation Failed

The following required fields are empty:

- FAIR Number
- Line Item
- Part Name / Description
- Drawing Revision
- NCR / Deviation Reference

OK

Figure V-10 Validation Failed



SDR# Reference Required

NON-CONFORMANCE DETECTED:

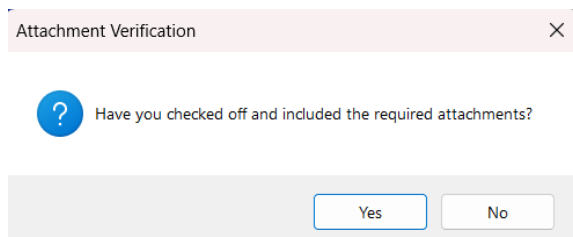
A 'FALSE' value was found in Section 4 Row 5.

A valid SDR# / NCR Reference is required in Section 1 (D16) before this FAIR can be certified.

OK

Figure V-11 Nonconformance Detection

3. **Attachment Validation:** If all fields are entered as required, it should prompt the message box as shown in Figure V-12. Refer to **Checklist Verification** in the previous section for more info.

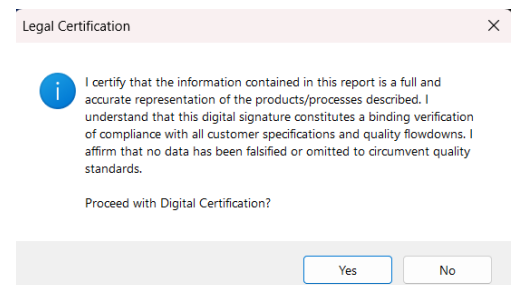


Attachment Verification

Have you checked off and included the required attachments?

Yes No

Figure V-12 Attachment Verification



Legal Certification

I certify that the information contained in this report is a full and accurate representation of the products/processes described. I understand that this digital signature constitutes a binding verification of compliance with all customer specifications and quality flowdowns. I affirm that no data has been falsified or omitted to circumvent quality standards.

Proceed with Digital Certification?

Yes No

Figure V-13 Falsification of Records Disclaimer

4. **Execute Digital Signature:** If all validations have passed, the disclaimer as shown in Figure V-13 will prompt for the user to acknowledge. Once acknowledged, the tool will request for the approver's title apply the user's electronic signature and date stamp.
5. **Automatic Lockdown:** This action triggers a macro to lock all input fields, preserving data integrity and preventing unauthorized modifications after certification.

Correcting Errors Post-Lock

Should errors be identified after the workbook has been locked:

- **Unlock Fields:** Click the **"Click here to unlock input fields"** button.

| | |
|--|-----------------------------------|
| NCR / Deviation References: | None |
| Supplier: Click here to Sign Off and Lock Workbook | Click here to unlock input fields |

Figure V-14 Supplier Unlock Button

- **Re-Certification Requirement:** The workbook will revert to an editable state; however, the previous digital signature will be **automatically cleared**. The Supplier shall re-apply the signature (and pass the automated field validation again) once updates are finalized.

Caution: Incomplete packages, missing documentation from the Section 1 Checklist, or the use of unauthorized/unapproved NCR numbers will result in the rejection of the FAIR and potential delays in the approval workflow.

MSS Reviewer Action

| | | |
|--------------------------|--|-----------------------|
| MSS ONLY | | MSS Reviewer Sign Off |
| Overall FAI Disposition: | <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED, AND WHY: | |
| MSS Reviewer: | | |

Figure V-15 MSS Reviewer Section

Upon submission of the FAIR and End Item Data Package (EIDP), the document will undergo a formal review by Millennium Space Systems (MSS) Quality.

- **Review Process:** The MSS Reviewer will utilize the **"MSS Reviewer"** button to execute their assessment of the provided data, documentation, and compliance to standards.
- **Approval:** If the FAIR is accepted, the workbook will be archived as a completed record.

Rejection and Correction

If the submission is found to be incomplete, inaccurate, or non-compliant, the MSS Reviewer will reject the report.

1. **Rejection Notification:** The workbook will be returned to the Supplier for correction.
2. **Reviewing Feedback:** The MSS Reviewer will have entered specific feedback detailing the discrepancies or missing requirements that led to the rejection.
3. **Correction and Resubmission:** The Supplier shall use the "**Click here to unlock input fields**" button to make the necessary edits.
 - Once corrected, the Section 1 Checklist and all mandatory fields shall be re-validated.
 - The Supplier shall **re-sign and lock** the workbook before resubmitting the corrected FAIR for a second review.

Note: Continuous rejections due to avoidable errors (e.g., missing "N/A" entries or unapproved NCR numbers) may impact Supplier Quality ratings.

2. Section 2 – Raw & Component Material Certifications

| FAIR Number: | | | | | | | |
|--|---------------------------------------|----------------------|------------|-------------|-----------------|-----------------------|--------------------------|
| Section II — RAW & COMPONENT MATERIAL CERTIFICATIONS | | | | | | Adjust Number of Rows | Make this Sheet "N/A" |
| <i>List all materials used. Attach material certifications for each line item.</i> | | | | | | | |
| # | Material Specification or Part Number | Material Description | Lot Number | Cert Number | Supplier / Mill | Exp. Date | Conforming? |
| | | | | | | | <input type="checkbox"/> |

Figure V-16 Section 2

Purpose

Capture and verify the certification data that guarantees each material or component meets its contractual and engineering requirements before it is released for integration. This ensures traceability, supports quality-first thinking, and protects the integrity of the final assembly system.

1. Documentation Requirements

Every raw material, sub-component, or sub-assembly shall be accompanied by a **Certificate of Conformance (CoC)**.

- If the section does not have enough rows, you may use the add or delete rows button.
 - Use the **Adjust Number of Rows** button as needed for any additional material.

2. Verification Process

1. **Verify** that the CoC number matches the material specification/part number **and** the lot number of the physical component.

2. **Confirm** that all required supplemental data (test data, dimensional reports, etc.) is present and within the specified limits.
3. **Validate** conformity **before** the part is cleared for assembly integration.

Note: Integration of unverified components is strictly prohibited and may result in a non-conformance report (NCR).

Reminder

- After completing the verification steps, check the **Conforming** box to document that the review has been performed and approved.

3. Section 3 – Special Process / Process Specifications

| FAIR Number: | | | | | | |
|--|-----------------------|---------------------|----------------------|-------------|-----------------------|--------------------------|
| Section III — SPECIAL PROCESSES / PROCESS SPECIFICATIONS | | | | | Adjust Number of Rows | Make this Sheet "N/A" |
| <i>List all applicable special processes (e.g., heat treat, plating, NDT, welding). Attach process certs. Write N/A if not applicable.</i> | | | | | | |
| # | Process Specification | Process Description | Supplier / Processor | Cert Number | Date Performed | Conforming |
| | | | | | | <input type="checkbox"/> |

Figure V-17 Section 3

1. Purpose

Capture the details of any special manufacturing, treatment, or inspection process required for a part and verify that the process was performed in accordance with the approved specification.

2. Step-by-step instructions

1. **Identify the required special process** for each part (e.g., heat-treat, anodizing, plating).
2. **Enter the Process Spec** (the controlling document or drawing number).
3. **Provide a brief Process Description** (key parameters, temperature, duration, etc.).
4. **Record the Supplier / Processor** that performed the operation.
5. **Enter the Certificate Number** issued by the supplier confirming compliance.
6. **Date Performed** – the actual date the process was completed.
7. **Conforming** – check the box only after a designated Quality reviewer verifies that the certificate and process data meet the specification.

3. Verification & archiving

- Review the Process Spec against the engineering requirement.

- Obtain the supplier's process certificate and cross-check the Cert Number, Date Performed, and any critical parameters.
- Include the completed certificate and all supporting certificates in the part's documentation package.

4. Section 4 – Qualification & Acceptance Testing

FAIR Number:

Section IV — Qualification and Acceptance Tests

Adjust Number of Rows

Make this Sheet "N/A"

List all performed tests as required by Purchase Order, engineering drawing, SOP, industry specification, etc.

| # | Test Description | Test Number | Nominal | Result | Conforming | Notes |
|---|------------------|-------------|---------|--------|--------------------------|-------|
| | | | | | <input type="checkbox"/> | |

Figure V-18 Section 4

Purpose

Capture the results of every qualification or acceptance test required for a part, verify that the part meets its specified performance limits, and provide a traceable record for downstream integration and audit.

Instructions

- Identify required tests**
 - Review the part's specification, drawing, or contract to determine which qualification and/or acceptance tests are mandatory (e.g., thermal-vacuum, vibration, functional checkout, burn-in).
 - Cite the governing test procedure number (e.g., MIL-STD-XXXX-YY, internal SOP-123).
- Enter test information**
 - **Test Description:** Concise wording of what the test evaluates.
 - **Test Number:** Official identifier of the test procedure or work instruction.
 - **Nominal:** Target or limit value defined in the specification (include units).
- Record results**
 - **Result:** Actual measured value or pass/fail status, using the same units as the nominal value.
 - **Conforming (☑):** Check only after a designated Quality reviewer verifies that the result satisfies the engineering requirement and any acceptance criteria.
- Add contextual notes**
 - Use the **Notes** column for observations that affect interpretation (e.g., "Minor drift at 80 °C, within tolerance," "Test aborted – repeat required").

5. Section 5 – Dimensional / Characteristic Accountability

| | | | | | | | | | |
|--|---------------------|---------|------------|------------|-----------------------|--------------------------|-----------------------|---------------------|----------------------|
| FAIR Number: | | | | | | | | | |
| Section V — Dimensional / Characteristic Accountability | | | | | Adjust Number of Rows | | Make this Sheet "N/A" | | |
| Complete one row per dimension or characteristic on the drawing. Circle and number each dimension on your drawing copy, then enter the matching number in the '#' column. Attach the marked-up drawing. Update the optional title block tolerance as needed. | | | | | | | | | |
| (Optional) Enter Title Block Tolerance: | | x.x | 0.030 | x.xx | 0.010 | x.xxx | 0.005 | Angle (in decimals) | 0.50 |
| # | Description (units) | Nominal | Upper Tol. | Lower Tol. | Actual Measured | Conforming? | Measurement Method | Eqpt. Serial Number | Eqpt. Calib Due Date |
| | | | | | | <input type="checkbox"/> | | | |

Figure V-19 Section 5

Purpose

Capture measured values for each dimension or engineering characteristic, compare them to the defined tolerances, and document the measurement method. This provides traceability, supports a quality-first mindset, and demonstrates that parts meet design intent before integration.

Instructions

1. Reference a bubble drawing

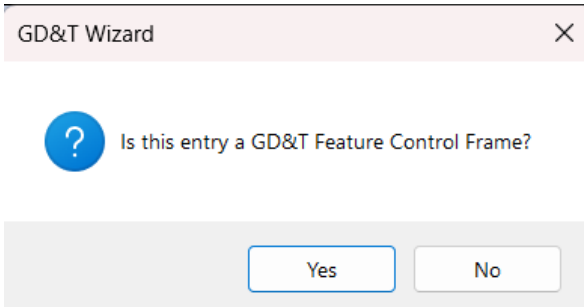
- A **bubble drawing is required** for every part covered by this section.
- The drawing shall contain all bubbled GD&T symbols, any applicable notes, and purchase-order requirements.
- Use the bubble drawing to locate the exact measurement points.

2. Enter a description of the requirement

- In this column, specify the type of requirement (e.g. Diameter, Length, Runout, Position, Notes)
 - If needed, specify the relevant datum structure (e.g. Position to A B and C, Profile from X to Y wrst Datum A, etc.)
- If the characteristic is a note, type out the full note (e.g. Note 2 Material 304SS per AMS 5639)
 - In this instance, the nominal shall be "N/A" and the actual measured should be pass.

3. Enter nominal and tolerance data

- **Nominal:** Target value defined by the design.
- **Upper Tolerance / Lower Tolerance:** Permissible deviation from the nominal. Locked by default and calculated based on Nominal and prompt responses.
 - When entering text into nominal, the upper/lower tolerance will default to "N/A"
 - When entering a number, the Workbook shall prompt the "**GD&T Wizard**"
 - **GD&T Wizard** (Figure V-20) provides the user with control over what kind of appropriate tolerancing to use.

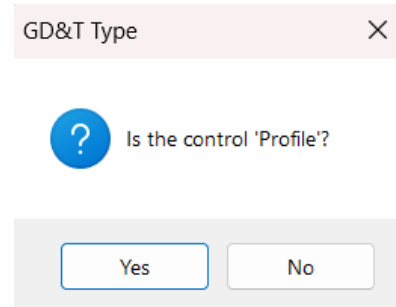


GD&T Wizard

Is this entry a GD&T Feature Control Frame?

Yes No

Figure V-20 GD&T Wizard



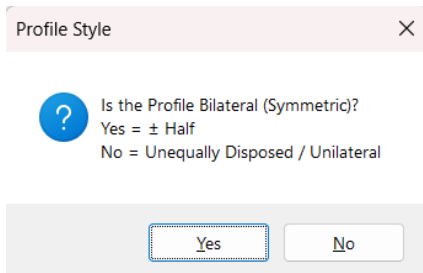
GD&T Type

Is the control 'Profile'?

Yes No

Figure V-21 GD&T Type

- Entering “Yes” on the wizard will prompt whether it is a Profile feature. When Profile, the messages will further prompt how to split up the profile tolerance (Figures V-22 and V-23)

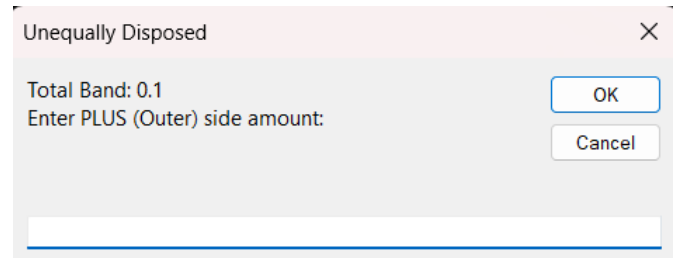


Profile Style

Is the Profile Bilateral (Symmetric)?
Yes = \pm Half
No = Unequally Disposed / Unilateral

Yes No

Figure V-22 Profile Style



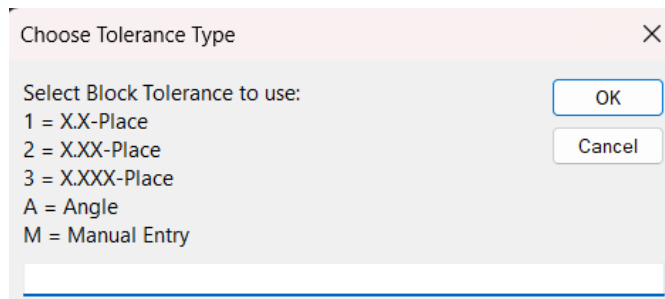
Unequally Disposed

Total Band: 0.1
Enter PLUS (Outer) side amount:

OK Cancel

Figure V-23 Unequally Disposed

- Entering “No” on the wizard will prompt to “Choose Tolerance Type”



Choose Tolerance Type

Select Block Tolerance to use:

1 = X.X-Place
2 = X.XX-Place
3 = X.XXX-Place
A = Angle
M = Manual Entry

OK Cancel

Figure V-24 Choose Tolerance Type

- Perform the measurement (if not already completed)
- Document the result
 - Actual Measured:** Value obtained, using the same units as the nominal.
 - Record the **Method / Equipment** used including the traceability / serial number of the equipment and calibration due date(e.g., “CMM, SN ASSET-500, Due 01-March-2031”).
 - Conforming (☑):** Check **only after** a reviewer confirms the actual value lies within the upper and lower tolerance limits **and** no exemption applies.

- **Out-of-Tolerance:** When an out-of-tolerance condition is detected, the **Quality Non-Conformance** message box (Figure V-25) will appear. If the Non-Conformance is confirmed, the Workbook will prompt to obtain a SDR (Figure V-26) and require the “Notes” column (Figure V-27) to have a SDR number before continuing. Corrections can be made to the tolerancing or actual measurement, if needed.

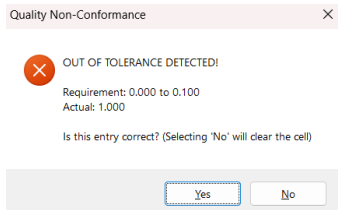


Figure V-25 Quality Non-Conformance Error

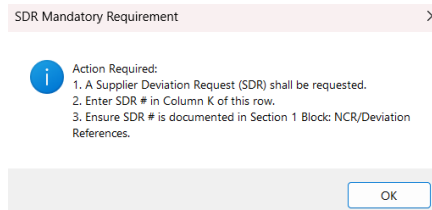


Figure V-26 SDR Requirement



Figure V-27 SDR Highlighted

6. Exemption / Waiver handling

- If the supplier has been granted an **exemption** (waiver) from a specific tolerance or requirement:
 - **Do not** mark the row as Conforming.
 - As stated previously (Figure V-27), in the **Notes** column, provide:
 - A brief statement that an exemption applies (e.g., “Exempt per SDR#2025-03”).
 - The **Waiver Document reference** (this shall be provided through the SDR process as mentioned above).
 - **Attach** the approved waiver or exemption evidence to the documentation package.
 - **Additionally**, record the same exemption in the **Section 1 – Deviation & Waivers** field so that all waivers are captured in one central location.

Reminder

- Use calibrated equipment and ensure it is capable of measuring within the accuracy of the expected measurement.
- Attribute characteristics shall denote “**Pass**” or “**Fail**” logic and SDR and waivers used as appropriate
- For drawing notes or requirements that do not require action/validation, confirm acknowledgement of requirement by entering “**Noted**”, “**Acknowledged**”, or similar in the “Actual Measured” column
- An “Actual Measured” denoted “**N/A**” indicates the characteristic is not applicable; it **cannot** also be marked **Conforming**.
 - A row marked “**N/A**” shall include verifiable waiver evidence **and** be referenced in the Section 1 Deviation & Waivers field.

- If a characteristic fails to meet tolerance, leave the **Conforming** box unchecked, note the deviation in Notes, and initiate the appropriate Supplier Deviation Request (SDR) process.

i. Troubleshooting to Enable Macros

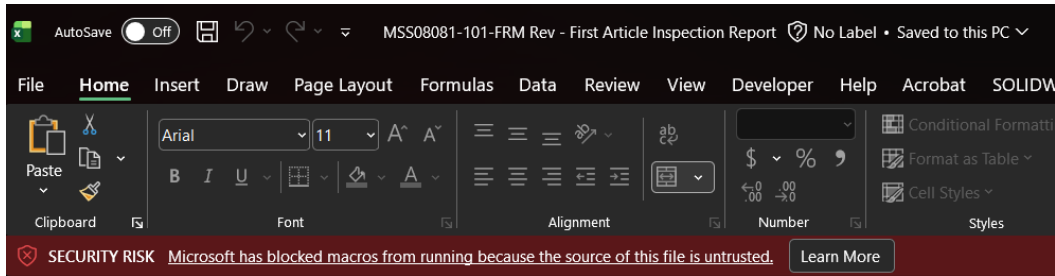


Figure i-1 Untrusted Macros Warning

Should the user experience a similar error as Figure i-1, follow the below steps to clear

1. Close the Excel Workbook
2. Find where the file is saved in the computer (generally in the “Downloads” folder)
3. Right click the file icon to open the file options
4. Click on “Properties” (can also select the file and press Alt+Enter)
5. Check the “Unblock” checkbox, this is unchecked by default.

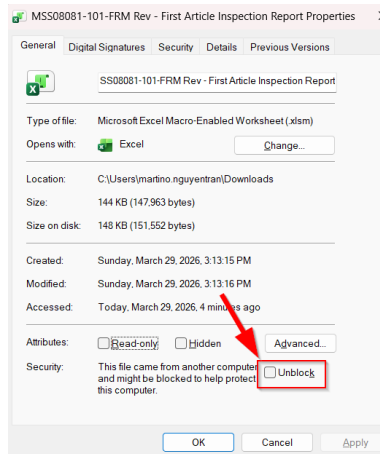


Figure i-2 File Properties

6. Re-open the file
7. Enable Macros

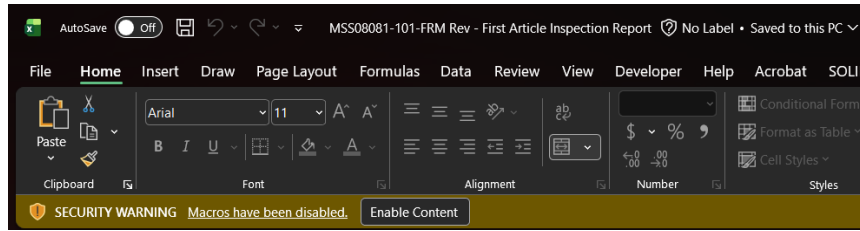


Figure i-3 Enable Content