John Cockerill

OPERATING PROCEDURE
N° 4-OP-002-EN
Revision A

PROCESS
SU3 Managing the external Supply Chain

Edition of a FAIR file

Responsibility	Department	Function	Name	Date & Signature
Issuer	SQA	Supplier Quality Coordinator	Guy Charlier	03-déc.-2020 DocuSigned by: Guy CHARLIER F7F1139A8880433...
Verification	SQA	Supplier Quality Engineer	Pascal Verbrugghe	03-déc.-2020 DocuSigned by: P. Verbrugghe E361CEDAA8E74D4...
Approval	SUPPLY CHAIN	Process Pilot	Marc Szafranski	01-Dec-2020 DocuSigned by: Marc Szafranski 81B2962D88A0492...
	QEHS	VP QEHS	Pierre Rogister	01-déc.-2020 DocuSigned by: 4E414CAB7A63415...

Table of content

1 PURPOSE

John Cockerill Defense's organization imposes to the supplier some formalism in the presentation of the FAI file. This formalism also applies to in-house FAI.

The objectives of this operating procedure are:

- To ensure an understanding of the requirements related to the FAI process.
- To describe the content and the form expected by John Cockerill Defense for the FAI file edition.

This operating procedure relates to the [AD **2**] AQDEF.119 form and provides the information useful for its completion.

2 APPLICABILITY

This operating procedure is under the responsibility of the QEHS department and is available to suppliers who have received a price request for, at least, one article which requires a FAI, whether for a detail part or a more complex product (assembly, or sub-assembly).

In addition to the elements and requirements expressed in this operating procedure, the supplier must comply with the prescriptions of the Supplier Quality Manual **[RD 1] SQM** and in particular its §5.18 dealing with FAI.

3 APPLICABLE AND REFERENCE DOCUMENTS

Except otherwise specified, the last revision of the listed documents hereunder is applicable.

Reference documents	Title
[RD 1] SQM	Supplier Quality Manual

Applicable documents	Title
[AD 1] AQDEF.082	Acceptance request
[AD 2] AQDEF.119	Acceptance request form FAIR Form

4 DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

Applicable document: Document (procedure, operating procedure, form…) which is called in this procedure and that has to be used in the application of the instructions described in this procedure.

Reference document: Document (norm, code, instructions, procedure…) on which the issuer referred to while writing this procedure.

4.2 Abbreviations

AR	Acceptance Request
ATP	Acceptance Test Procedure
ATR	Acceptance Test Report
CAR	Request for Corrective Action
FA	First Article
FAI	First Article Inspection
FAIR	First Article Inspection Report
QEHS	Quality Environment Health and Safety
SQA	Supplier Quality Assurance
SQM	Supplier Quality Manual

5 ROLES & RESPONSIBILITIES

Upon receipt of a price request and/or order, the supplier is required to perform a contract review and verify the existence of FAI requirements.

This verification will:

- Alert all potential actors involved in the completion of the order.
- Build-up the FAI file from the start of activities related to this order.
- Give a guidance and allow the different actors of the process to add the expected evidences to the FAI file as and when they are received or edited.

5.1 Typical FAI file

The objective of the FAI file is to constitute a synthetic list and to gather the evidences brought by the supplier, of the good practices and the control of its organization to produce the article cited by the purchasing order and described by the applicable documents.

A FAI file must consist of three parts:

1. The form **[AD 2] AQDEF.119** available to all suppliers on the John Cockerill Defense site in Excel format.
2. A signed PDF copy of the form [**AD 2] AQDEF.119**.
3. All the supporting documents requested by the check list.

OBLIGATION:
The supplier must present a FAIR file organized and compiled according to the note of the Excel tab 2 of the form **[AD 2] AQDEF.119**.

All attached/supporting documents must be in PDF format. ZIP and RAR files are allowed for compilation.

5.2 The Excel file

The Excel file **[AD 2] AQDEF.119** contains 10 tabs, only the blue boxes shall be completed.

They are detailed as follows:

5.2.1 Memo: The memo tab contains a simplified flowchart

It describes the general process of establishing an FAI file, illustrating the sequence of steps and specifying the actors in charge of each of them (Supplier or John Cockerill Defense).

5.2.2 The “cover page” (Tab 1)

This page gathers all the identification information of the supplier and the item submitted to FAI.

In addition, the cover page enables to formalize the validation of the content by the presence of the signatures of the stakeholders. This page duly approved at the end of the FAI process make the FAIR official.

5.2.3 The "check list" (Tab 2)

This list is actually made up of two separate lists.

Firstly, an alphabetical list from A to D which summarizes the prerequisites required for performing a FAI. The goal here is to list the evidences of the product qualification and the existence of a serial product acceptance procedure validated by John Cockerill Defense. These elements at the "approved" status are necessary before starting the FAI procedure if required.

Secondly, a list numbered of 1 to 28 (or more) which constitutes the table of contents of the FAI file and the summary, in one view, of the references of the elements constituting the file as well as their approval status.

5.2.4 The production flow chart (Tab 3)

This table describes all the manufacturing and control steps of the fabrication of the article submitted to FAI.

This macro manufacturing and control steps must be detailed enough so that each significant element of the manufacturing process is frozen.

The writer is free to add as many lines as necessary in order to provide a representative manufacturing scheme.

The subcontracted operations must be identified and the suppliers as well.

5.2.5 Form 1 (Tab 4)

In this tab, based on EN9102, Form 1 describes the composition of the article submitted to FAI and its bill of material (if applicable). It contains 24 sections to fill in.

The 24 headings allow to identify the element by:
Its part number, its designation, its serial number, the reference and revision of the drawing, the reference of the manufacturing process, the unique reference of the FAIR, the identification of the supplier, the reference of the order, the type of FAI (full or partial or delta), the complete description of the sub-assemblies of the element, the name of the representative of the supplier in charge of the FAI review and date.

5.2.6 Form 2 (Tab 5)

In this tab, form 2 describes the materials used to prepare the article submitted to FAI as well as the special processes applied and the functional or acceptance tests carried out.

It includes 15 sections to be filled in, the first four of which automatically collect information from the cover page.

All the headings allow to identify the element by:
The part number, the designation, the serial number, the unique reference of FAIR, the reference and revision of the drawing/specification, the reference of the manufacturing process, the identification of the supplier carrying out the process, the reference of the certificate of conformity for each process/material used, the reference of each functional test carried out, the reference of the acceptance reports, comments, date and signature.

For each of the lines, the writer will provide the references of the certificates of conformity or acceptance.

5.2.7 Form 3 (Tab 6)

In this tab, based on EN 9102, the form 3 provides information on the characteristics verification and conformity assessment operations to be satisfied by the element described in the FAI to demonstrate its conformity.

This form must be considered in relation to the bubbled drawing requested in section 9. For each of the characteristics, the table will compare the actual measurements with the specified value extracted from the specification or test instructions specially written by John Cockerill Defense for the supplier.

The evidences provided must be verifiable by the John Cockerill Defense Quality Assurance department in the following § 5.3.

5.2.8 Form Deviation record (Tab 7)

This form requires the writer to list any request for deviation he has submitted to John Cockerill Defense. Each request will have a specific line in the table.

The writer will choose a category, give a description, the date of submission to John Cockerill Defense, the reference of the request for deviation, the date of John Cockerill Defense 's response and the decision taken by John Cockerill Defense.

5.2.9 Form Change request and record (Tab 8)

This form should be used by the supplier to trace the history of any changes with respect to the original FAI of the concerned item.

The writer will describe in the "Description" column the proposed change.

In the second column the justifications for which a delta FAI would or would not be necessary.

He will then submit the form to John Cockerill Defense for advice.

John Cockerill Defense's SQA will notify its decision that will be either:

- **"Accepted"** : the modification can be implemented directly on the serial production without delta FAI or new FAI and will be documented and integrated in the next revision of the FAI.
- **"Delta FAI requested".**
- **"New FAI requested".**

The form will keep the history of all changes and deltas until a new FAI is edited.

5.2.10 Form Corrective action request (Tab 9)

This form is used to list, reference and follow up corrective actions requested by John Cockerill Defense for the current FAI file.

The form identifies in the first lines of the table the information to be completed by the supplier or by John Cockerill Defense.

All corrective actions must be completed before the possible acceptance of the FAI.

5.3 Supplier supporting documentation

The file must include the items listed in the checklist **([AD 2] AQDEF.119)**.

The supplier's data (drawings, specifications, certificates, test reports ...), whether transmitted or consulted on site, must, without any ambiguity or interpretation, demonstrate the compliance.

Each element must:

- Have a clear identification, linked to the physical element concerned by the FAI (traceability).
- Be consistent between the expected result (specification) and the result obtained (ATR).
- Demonstrate that the processes and procedures comply with the applicable norms, standards and regulations.
- Demonstrate that the activities carried out on the physical element comply with those described in the processes and procedures (manufacturing, tests, supply).

The objective of this file to compile the evidence demonstrating an acceptable level of confidence, in order to start serial production on an industrial scale as well as to proceed to the qualification of the Product/Supplier pair.

6 FAI File Review

The FAI file must be submitted to John Cockerill Defense for acceptance. In the simplest case, a remote review and acceptance of the FAI file will be carried out.

Depending on the complexity of the part or sub-assembly concerned, a review of the file on the production site of the article concerned may be necessary. In this case, the manufacturer is required to allow the John Cockerill Defense's representative to access the production facilities and to consult all the elements of the FAI.

The schedule of the on-site review will be in agreed between John Cockerill Defense and the supplier. This on-site file review may, if necessary, be accompanied by an inspection of the "First article" (FA).

The choice of one or the other formula is left to the appreciation of the John Cockerill Defense SQA department.

7 Delta FAI

The Delta FAI will mainly deal with modified sections of the initial FAI, its verification and validation circuit will be identical to the initial FAI.

8 FA Delivery

The delivery of the FA shall be done through a specific Acceptance Request procedure (AR) using the form [AD **1**] AQDEF.082 which is available on the John Cockerill Defense website.

In the column (1), next to the line corresponding to the article submitted to FAI, the FAI box must be checked.

9 ACCEPTANCE OF THE FAI

The FAI will be accepted if and only if:

- The delivery and reception of the FA (First Article) is effective.
- The “cover page” is dated and signed by John Cockerill Defense.
- The final customer or his representative signed the "cover page" when validation of one or the other is required.

Accepting the FAI (signing the FAIR for approval):

- Implies the authorization for serial production.
- Induces that the production process and parameters are frozen and any modification will result in a new FAI and its acceptance circuit.

Note that:
Carrying out the FAI in the presence of John Cockerill Defense, its client, or its representative on the supplier's premises, does not relieve the supplier of its responsibility to supply an acceptable product and does not prevent a subsequent rejection of the product by John Cockerill Defense or its customer.

John Cockerill Defense’s acceptance review of the FAI or any of its parts does not constitute approval or acceptance of any deficiencies, deviations, errors or omissions not detected during the review or hidden by the supplier.

10 HISTORY OF CHANGES

Rev.	Date	Reason for the change	Issuer
A	13/07/2020	New Document	Guy Charlier