



SUPPLIER SHIPPING CHECKLIST

This Document was created due to the large amount of issues with paperwork through our incoming inspection. If you are a repeat violator of these discrepancies this document will be implemented on you as a form of containment to alleviate our document review time in our RI. These discrepancies hold up inspection and in turn cause us OTD failures to our customers. If you are required to use this document all fields must be filled out. Your Individual that prepares the documents must sign at the bottom verifying that the following is true and accurate. This document must be submitted with all orders until Supplier Quality alleviates you of this task.

Item	Yes	NO	N/A	Comments
Is a FAIR Required?				
If the product is a casting: are there separate molds?				
If multiple molds are used is there a FAIR for each one of them?				
Are the castings individually marked to associate which mold they came out of?				
If the product is hardware but is not bought to a specific part number did you include the FAIR				
Is a Compatible AS9102 Format being used?				
Is there a bubble drawing attached?				
Are all the Notes Bubbled?				
Have all process specification been done to the spec stated on the print? (A First Article has to meet ALL requirements on the print otherwise it will be rejected.)				
Are the block tolerance requirements individually bubbled?				
Are all process Certifications included that are indicated on the print and noted on form 2 of the FAIR?				
Do all variable dimensions have an actual Value listed on the Results section (not conforms)				
Has the first article been verified by a second person?				



Certificate of Conformance				
	Does the C of C have Kavlico's part number stated?			
	Does the C of C reference all material processes and certifications?			
	Does the Qty match that of the PO?			
	IS the PO number correct?			
	Is the Job Number listed?			
	If a key characteristic is listed on the drawing have you provided the spc data?			
	Is the Shipper Number Listed?			
Certifications				
	Are all process certifications indicated on the print included?			
	Does the Process cert have the correct spec that is listed on the print?			
	Does all the paperwork reflect the proper revision that the product was manufactured to?			
	Have you verified the certifications from your outside processors?			
	Are all special processes indicated on the AP0425 NADCAP approved?			
	Are manufacturer certs included?			
	Does the Product have an expiration date?			

Prepared By: _____ Date: _____