



Inspection Request

Review QX2 in its entirety and reference the definitions of fit, form and function.

For suppliers submitting an **FAI package**, please utilize the FAI forms located on the Quality webpage <https://www.renk-group.com/en/company/quality-management/> under the Muskegon Location Site.

Please utilize the checklist attached to this form relevant to your submission reason and send with your FAI/EIDP submission. (Reference ML710 Supplier Requirements Manual and WI710-2 First Article Inspection and Submission Requirements)

ALL INFORMATION MUST BE COMPLETED OR THE DOCUMENT WILL NOT BE PROCESSED.

TYPE: **First Article Inspection (FAI)** **Delta FAI** **End Item Data Package (EIDP)**

Check Reason(s) for FAI:

- Change in drawing revision
- New Part Number to supplier
- Corrective Action issued for the P/N
- Lapse in delivery of 2 years or greater
- Natural or man-made event occurrence adversely affecting the manufacturing process
- Change in the manufacturing source, location, processes, inspection method, tooling, or materials
- Change to numerical control program or translation to other media that could affect fit, form, or function

DATE:	SUPPLIER NAME:	VENDOR ID# FROM PO:	RENK BUYER:	SQA LEAD:
	PO INFORMATION	PO INFORMATION	PO INFORMATION	PO INFORMATION
PART NUMBER:				
PART NAME:				
PART REV. LEVEL:				
PO NUMBER:				
NAME OF PERSON SUBMITTING FORM:		SUPPLIER EMAIL ADDRESS:		SUPPLIER PHONE NUMBER:

List all applicable Serial Numbers and any approved SQCR or SQDR documents that apply:

EMAIL COMPLETED PACKAGES AS ONE .PDF FILE TO SQA MAILBOX:
DLCPS-SQA@Renk-America.com

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NOTE: RENK America utilizes the ANSI/ASQ Z1.4 Standard Acceptable Quality Level (AQL) 4.0 sample plan for determining acceptable quality levels. Suppliers shall inspect finished product per AQL 4.0 sampling plan for normal inspection where sampling plans are required, unless specified by other contractual documents. This sampling plan shall be flowed to your sub-tiers.

**LACK OF REQUIRED SUBMISSION DATA WILL BE REFLECTED ON YOUR SUPPLIER PERFORMANCE METRICS
AND WILL RESULT IN A REJECTED SUBMISSION**

First Article Inspection (FAI) Package Requirements RENK America has supplementary data requirements that are required for data package acceptance. Please check the items on this form that apply to your FAI data package.

- Inspection Request Form with completed applicable checklist
 - Include any pre-approved SQDR's or SQCR's, as applicable
- RENK America PO including any Ordering Data Sheets, Deviations, Waivers, and Test Plans for First Article Testing (FAT)
- Shipper/Packing Slip (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
 - If the P.O. flows out the QX5 Shelf-Life clause, the Shipper/Packing Slip shall include expiration date
- Certifications to most current specification. (Material, plating, finish, hardness, etc.) If different from required specification required per the drawing, include cancellation documents that show path to updated specification.
- Ballooned drawing (include all dimensions on print as well as all notes)
- Verification of Quality Assurance Provisions (QAP), Supplemental Quality Assurance Provisions (SQAP) & Quality Assurance Requirements (QARs)
 - QAP/QAR/SQAP characteristic numbers must be included on dimensional report.
 - The **inspection report** shall include the characteristic ID #, inspection method and AQL inspection level, per QAP.
 - NOTE: An approved Supplier Quality Deviation Request (SQDR F710-4) is required for any inspection method that deviates from the required method, even if it is considered an equivalent or improved method.
- Certificate of Conformance for current shipment, that shall include the following information:
 - Supplier name
 - Purchase Order number
 - RENK America Part Number, Product Description and Revision
 - Quantity
 - Declaration regarding full conformance to all deliverable requirements
 - Signature and title of the supplier's designated quality representative
- First Article Inspection Report (F710-17)
 - **Actual dimensional results are required;** 'Accept' or 'OK' are not acceptable
- Performance or Electrical Test reports, as applicable
- RENK America Approval letter for software, weld, or braze, as applicable
- Photo submission requirements (color photos only):
 - Part Identification: photo of 'bag and tag' requirement or component marking as applicable per print
 - Container Label (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
 - Shelf-Life Label per QX5 and Packaging Instruction, as applicable (Reference ML710 Supplier Requirements Manual section 19.0)

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Delta First Article Inspection (FAI) Requirements: Delta changes are updates to the drawing or technical Data packages. This includes, but is not limited to typographical corrections, Distribution Statement changes, dimensional changes and note changes. Please check the items on this form that apply to your Delta FAI package.

- Inspection Request Form with completed applicable checklist
 - Include any pre-approved SQDR's or SQCR's, as applicable
- RENK America Purchase Order
- Certificate of Conformance for current shipment, that shall include the following information:
 - Supplier name and RENK America Purchase order
 - RENK America Part Number, Product Description, Revision and Quantity
 - Declaration regarding full conformance to all deliverable requirements
 - Signature and title of the supplier's designated quality representative
- Shipper/Packing Slip (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
 - If the P.O. flows out the QX5 Shelf-Life clause, the Shipper/Packing Slip shall identify expiration information
- First Article Inspection Report (F710-17) for revision changes only
- Ballooned drawing identifying ONLY the drawing features that have changed
- Certifications, as applicable to engineering change (material, finish, plating, hardness, etc.)
 - If different from required specification required per the drawing, include cancellation documents that show path to updated specification
- Photo submission requirements (color photos only):
 - Part Identification: photo of 'bag and tag' requirement or component marking as applicable per print
 - Container Label (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
 - Shelf-Life Label per QX5 and Packaging Instruction, as applicable (Reference ML710 Supplier Requirements Manual section 19.0)
- Verification of QAP/QAR/SQAP characteristics, as applicable to revision changes
- Performance or Electrical Test reports, as applicable to revision changes

End Item Data Package (EIDP) Requirements: Applies to suppliers who are not current delegate stamp suppliers and are required to submit a data package for approval prior to shipment. Please check the items on this form that apply to your EIDP.

- Inspection Request Form with completed applicable checklist
- RENK America Purchase Order
- Shipper/Packing Slip (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
 - If the P.O. flows out the QX5 Shelf-Life clause, the Shipper/Packing Slip shall identify expiration information
- A Certificate of Conformance (C of C) for current shipment, that shall include the following information:
 - Supplier name and RENK America Purchase order
 - RENK America Part Number, Product Description, Revision and Quantity
 - Declaration regarding full conformance to all deliverable requirements
 - Signature and title of the supplier's designated quality representative
- Performance or Electrical Test reports, as applicable
- RENK America Approval letter for software, weld, braze, as applicable
- Photo submission requirements (color photos only):
 - Part Identification: photo of 'bag and tag' requirement or component marking as applicable per print
 - Container Label (Reference ML710 Supplier Requirements Manual section 13.0 Packaging, Labeling, and Shipping)
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