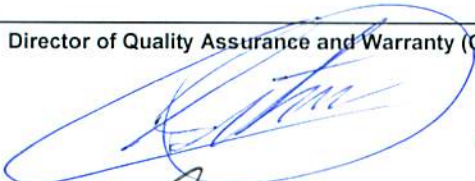
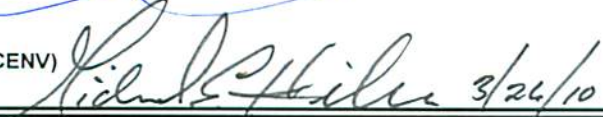





Washington Metropolitan Area Transit Authority

DEPARTMENT OF TRANSIT INFRASTRUCTURE
& ENGINEERING SERVICES

Administrative Procedure

CATEGORY Organization and Administration		TOPIC First Article Inspection Procedure	
PROCEDURE NO. 113-06	TITLE First Article Inspection Procedure		
LATEST REVISION NO. REV.0	LATEST REVISION DATE March 26, 2010	LATEST REVIEW DATE March 26, 2010	EXPIRATION DATE None
PROCEDURE APPLIES TO Department of Transit Infrastructure and Engineering Services			
OFFICE/INDIVIDUAL OF PRIMARY RESPONSIBILITY QAAW / Director of Quality Assurance and Warranty			
EFFECTIVE PAGES			
DISTRIBUTION All Transit Infrastructure & Engineering Services Offices		COORDINATION WITH OTHER PUBLICATIONS	
APPROVAL: Director of Quality Assurance and Warranty (QAAW)  Chief Engineer (CENV)  3/26/10		DIRECTED BY: AGM/Transit Infrastructure and Engineering Services (TIES)  2010.03.31	

1. PURPOSE

The purpose of this procedure is to define the process for initiating, evaluating and approving part(s)/component(s) used to maintain and/or enhance the Metro rail system while conforming to the Engineering approved drawings specifications.

In addition, to provide TIES a consistent process to enforce compliance with engineering and design requirements prior to part/component approval for purchase and/or use.

2. SCOPE

This procedure is applicable to all Transit Infrastructure & Engineering Services (TIES) employees involved with preparing, processing or approving proposals for the validation of new suppliers, validation of new part/component or changes that alter the form, fit or function of equipment, components and sub-components, systems or subsystems, maintained or managed by TIES.

3. RESPONSIBILITIES

Adherence to this procedure is the responsibility of all WMATA employees.

QAAW is responsible for:

- a) Overall control and compliance enforcement of the TIES First Article Inspection procedure.
- b) Completing FAI reviews, following the process described below.
- c) Approving FAI packages.
- d) Communicating FAI status to requestors and users (CE, PRMT, etc.).

CE is responsible for:

- a) Establishing the part/component specifications.

4. DEFINITIONS

AGM	Assistant General Manager
CE	Chief Engineer
CMNT	Car Maintenance
FAI	First Article Inspection
MSDS	Material Safety Data Sheet
OEM	Original Equipment Manufacturing
PRMT	Office of Procurement
QAAW	Office of Quality Assurance and Warranty
TIES	Transit Infrastructure & Engineering Services
TSSM	Track Structure and System Maintenance

5. POLICIES

Within TIES, all part(s)/components used in the Metro rail system shall be verified through the FAI process prior to authorization for purchase and/or use.

An FAI is required for:

- a) New Supplier
- b) New part/component
- c) Changes in the production/manufacturing process that affects form, fit, function or design characteristics of the part/component.
- d) Changes of raw material used to produce/manufacture the part/component, when the change might affect fit, function or design characteristics.
- e) Drawing changes that will add, remove or change:
 - i. Test requirements
 - ii. Dimensional characteristics that will affect fit or function.
 - iii. Bill of material

Parts/components procured from unapproved suppliers and/or not FAI approved shall be handled as nonconforming material.

The Office of PRMT can request a FAI for parts/components to qualify a new Supplier to supply a previously approved part, as long as the supplier is providing an identical replacement part, where the part can be traced to a part number clearly stamped or marked on the part. If the new supplier's part is not identical, it will require Engineering approval prior to the FAI.

Original parts/components provided by an OEM are granted FAI approved status by default, unless the OEM deviates from the original design approved by the CE office.

The FAI will verify component compliance with the design and engineering requirements. The FAI shall establish the quality of workmanship (including inspection acceptance criteria, if applicable) for the balance of like components.

The FAI will not be conducted until the design drawings or specifications of the article have been approved. If conditionally approved drawings are used, the Authority's conditions for approval shall be satisfied prior to authorization for the first shipment.

6. PROCEDURE

1. Request for a FAI
 - a. The requestor must complete and submit and FAI request form to TIES/QAAW (Attached).
 - b. TIES/QAAW will log the FAI request in the FAI Status matrix.
2. FAI Process
 - a. QAAW will contact the supplier to provide a list of items required to complete the FAI package. In circumstances where contractual requirements are established, this effort will be coordinated with the responsible project office.
 - b. Depending on the type of article being evaluated, the FAI could be conducted at the Authority facility or at the Supplier(s) manufacturing facility. QAAW will coordinate with the Supplier.
 - c. If the FAI is conducted at the Supplier facility, the Supplier shall:
 - i. Submit in advance all required documentation (see d.) to the Authority representative prior to the physical FAI visit; see steps d. of this section.
 - ii. Provide a well-lit workspace with the necessary inspection and handling aids.
 - iii. Display the inspection article on a stand or table.
 - iv. Provide tools and labor to take mechanical or electrical measurements.
 - v. Shall have performed or have the capability to perform a functional test.
 - d. All FAI packages shall include the following items:
 - i. Drawing set to the approved revision level.
 - ii. Dimensional inspection results (all **Key Product Characteristics** must be listed). Note: Dimensional KPCs are those that affect fit, form or function. For Parts/components, the dimensional report shall include a minimum of 10 samples for parts purchased in volume. (when applicable)
 - iii. For parts/components:
 - Material test that certifies the part meets the material specifications and applicable industry standards.
 - The 10 samples used for the dimensional inspections shall be submitted. (when applicable).
 - iv. For assemblies/subassemblies:
 - Test documentation that supports compliance with design requirements.Note, inspection records used to control and accept in-process work shall be available upon request. (if applicable).
 - v. Surface Finish Acceptance Criteria (if applicable).
 - vi. Material Safety Data Sheet (MSDS) (when applicable)
 - vii. Packaging standards (if applicable).
 - viii. Article identification standard. (how the supplier identifies its product)

- e. Review and Disposition
- i. QAAW will review the FAI package to verify compliance with the above requirements.
 - ii. QAAW representative shall complete the FAI Check Sheet.
 - iii. QAAW will provide disposition as follows:
 - Passed FAI:
 - QAAW completes the “FAI Certificated of Compliance” form.
 - QAAW uploads FAI package information to the data base kept in Documentum.
 - QAAW notifies the Supplier, CE and PRMT by providing a copy of the “FAI Certificate of Compliance”.
 - QAAW must document the disposition in the FAI Status matrix.
 - Failed FAI:
 - QAAW completes the “FAI Not Approved Notification” form.
 - QAAW notifies the Supplier, CE and PRMT by providing a copy of the “FAI Not Approved Notification”.
 - QAAW must document the disposition in the FAI Status matrix.

7. ATTACHMENTS

FAI Status Matrix

FAI Request

FAI Certificate of Compliance

FAI Not Approved Notification

FAI Check Sheet



TIES/QAAW First Article Inspection "FAI" Status Log

Date	QAAW Officer	Supplier	Supplier Part Number	WBATA Part Number	Item Description	Closed on	Closed By (QAAW officer)	Comments "Approved or Rejected (reason)"



OFFICE OF QUALITY ASSURANCE AND WARRANTY
FIRST ARTICLE INSPECTION (FAI)
REQUEST FORM

Requestor's Information:

Office: _____ Name: _____ Date: _____

Part / Component Information

New Part to WMATA? YES _____ NO _____

New Supplier for an existing part? YES _____ NO _____

Part Description: _____

WMATA part number: _____

Supplier's part number: _____

Is a MSDS required? YES _____ NO _____

Supplier Information

Supplier's Name: _____

Supplier Address: _____

Contact Person: _____ Phone #: _____

E-mail (if available): _____



Washington Metropolitan Area Transit Authority

First Article Inspection Certificate of Compliance

To (Supplier): _____ Supplier's Number _____

Supplier Contact Person: _____ Phone: _____

Supplier Part Number: _____ WMATA Part Number: _____

Part Description: _____

After completing the review of the documentation submitted for the item described above, the Office of Quality Assurance and Warranty determined that the Supplier has complied with the First Article Inspection requirements and that the samples submitted comply with engineering specifications.

This certificate validates the Supplier as an Approved Supplier only for the part listed above and as long as the Supplier manufacturing process and material remain unchanged. The Supplier is responsible for notifying the Authority of any changes in materials and or manufacturing process affecting the part listed above.

QAAW Representative: _____ Date: _____

Phone: _____



Washington Metropolitan Area Transit Authority

**First Article Inspection
Not Approved Notification**

To (Supplier): _____ Supplier's Number _____

Supplier Contact Person: _____ Phone: _____

Supplier Part Number: _____ WMATA Part Number: _____

Part Description: _____

After completing the review of the documentation submitted for the item described above, the Office of Quality Assurance and Warranty determined that the Supplier failed to comply with the First Article Inspection requirements and that the Supplier request to be approved as a supplier for the part listed above HAS BEEN DENIED.

Reasons for Rejection:

Please provide any additional information that can correct the discrepancies listed above.

QAAW Representative: _____ Date: _____

Phone: _____



OFFICE OF QUALITY ASSURANCE AND WARRANTY
FIRST ARTICLE INSPECTION (FAI)
CHECK SHEET

Supplier: _____ Date: _____

Supplier part number: _____ Wmata part number: _____

Documents/Items required

	YES	NO	Comments
Approved drawings and to the correct rev level			
Dimensional test results			
Material test results			
Material Safety Data Sheet (if applicable)			
Material samples			
Test documents (for assemblies)			
Surface Finish Acceptance Criteria (if applicable)			
Packaging standards (if applicable)			
Article identification Standards			

QAAW Representative: _____

Phone: _____