

## FAI Report VQC Checklist

### Report:

#### Form1

Sign and date boxes 19 and 20

#### Form2

Material lot number under box 10 on the same line as the material type

Finishing CoC number under box 10 on the same line as the finishing type

Sign and date boxes 14 and 15

#### Sample Reports

Material type and lot number at the top of the form

Results Colum

Tooling information – This includes the tool type, tool ID number, and calibration due date

Sign and date bottom of form

Report is on the Xometry supplied Excel form

Reports are typed not handwritten

All sample reports are filled out

Parts are tagged to show what part goes with what sample number report

### CoC:

Material Type and exact temper used

Material Lot number

Printed name, signed and dated

### Material Certs:

Full traceability if required(Mill cert, package slip from mill to reseller, package slip from reseller to your company. Also include a CoC with your company letter head to Xometry as the customer)

Type and temper used that was required

Material specs used that was required

### Finishing Cert:

Finishing type used that was required

Finishing specs used that was required

Hardware Certs:

Hardware used that was required

Pictures:

General picture of the finished part

Close up, clear picture of all faces (sides) of the part (The image should take up the full frame at the camera's lowest zoom setting, not blurry and in good lighting)

Picture of any surface finish callouts from the print

Picture of any required part markings

Picture of the samples tagged

Picture of any bag and tag requirements

Picture of any hardware installed

Uploaded to portal:

Report

All pictures

CoC

Material certs

Finishing certs

Hardware certs

Inspection report, bubbled print, CoC, Material cert, Finishing cert, and Hardware certs printed and packaged with the parts.

Notes: