



SUBMISSION INPUTS

Jasper First Article Submission Checklist

Customer-facing checklist for preparing a complete first-article inspection and approval package.

Design package Approved drawing, specification and artwork	Sample Identified first-article parts from the intended process
Evidence Dimensions, materials, tests and appearance records	Approval Named reviewers and open-action ownership

1. Customer and Project Inputs

Checklist item	Content to provide
Part identification	Part number, revision, description and intended application
Drawing package	Current drawing, CAD data, artwork and referenced documents
Critical features	Key dimensions, interfaces, functions and special characteristics
Materials	Specified materials, finishes and required declarations
Testing	Electrical, mechanical, optical, environmental or life requirements
Cosmetic standard	Inspection zones, viewing condition and approved limit samples

Use one revision-controlled package. Conflicting files delay inspection and must be resolved before approval.

2. Sample Identification

- Link every sample to its build lot and process revision.
- Identify prototypes or deviations separately from production-intent parts.
- Protect samples so shipping damage is not confused with manufacturing quality.



EVIDENCE AND CLOSURE

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3. Inspection Evidence

Evidence group	Completion check
Dimensional	Results trace to drawing characteristics and measurement method
Material	Required certificates or declarations are attached and legible
Functional	Test conditions, equipment and acceptance result are recorded
Appearance	Photos or samples use the agreed viewing and lighting condition
Traceability	Report, samples and source records share the same identification

4. Open-Action Closure

Action	Required record
Clarification	Updated requirement or written interpretation
Deviation	Authorized scope, quantity, duration and approver
Correction	Updated part, data or evidence with revision history
Reinspection	New result linked to the original finding

5. Final Submission Check

- All required pages and attachments are present.
- No blank customer, approval or result fields remain.
- Open issues have an owner and disposition.
- The submitted package matches the samples delivered for approval.

The controlled customer or project form governs the actual approval.