# net-inspect v5



Digital Fair Guidance

**Net-Inspect V5** 



Business sensitivity classification | © 2021 Rolls-Royce Business proprietary classification Export Control classification : NLR

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#### Why Digital FAIrs?

IMPORTANT INFORMATION – V5 Upgrade Export Program Update

- As part of the move to V5 of Net-Inspect there have been changes to the export programs supplier administrators will need to add all of their users to the applicable new programs using the instruction's below. Without being added to the new programs you will not be able to submit the first article.
- If you are experiencing issues with your program alignment please contact:
  - For Supplier Your Supplier Administrator
  - For RR <u>MEITTools@Rolls-Royce.com</u>

To assign programs to users select :

- Settings cog in the top right of the screen
- Company setup
- User Management
- Select the name of the user you wish to add programs too from the list of user names
- Alignments
- Programs
- The programs that the user is aligned to will be listed in the programs field if you wish to add to this click inside the field and a dropdown list will appear.
- Select the export program you wish to add to the user profiles.

Program alignments are set by you as a supplier. You can choose to add all, some or no programs dependant on the information you wish to share with the individual employee. Individuals not aligned to a program will not be able to create or view FAIrs for that specific category.





Why Digital FAIrs?

## Why Digital FAIrs?

- Standardised That is fully compliant to the industry standard AS9102 Rev B
- Digitised Digital FAIrs offer a structured and secure approach to the FAIr lifecycle
- Mandated NTS 423 (issued 2nd July 2018)
- Export Compliant NTS.XXX now includes all export control technology classifications

# Notice to Suppliers

# Rolls-Royce

## e-FAIR / Net-Inspect Aerospace mandate

Originator: Dave Hale Job Title: Chief of ME External Supply Chain Business Unit: Central Manufacturing Engineering NTS Number: 423 Issue: 1 Date: March 2018



What Is Net-Inspect?

## What is Net-Inspect?

 Net-inspect is a online digital supply chain management tool that controls the creation, management, storage and electronic review/approval of first articles.





#### **New Accounts**

#### **New Accounts – Suppliers**

- Visit <u>Net-Inspect.com</u> and select 'Request Account'
  - Please ensure that you enter your Vendor Code in the comments section of the account request form to allow us to align you to your MEP.

User ID Sign In Req	uest an Account		
	Customer City / Chies		
	Comments	RR Vendor Code: ******	
		I'm not a robot	
		Request an Account	

Alternatively Visit the GSP for further Help.

General links	Getting access to eFairs
About Global Supplier Portal	
Rolls-Royce home	The new digital FAI process is up and running and is easier than ever for you to
Getting access to the GSP	join
Supplier Code of Conduct	
Procurement Privacy Notice	All you need to do is register with net-inspect who are waiting for your request.
Digital FAIs 2018 Visit net-Inspect to sign in oFAIRS instructions and training material Getting access to eFairs Terms of Business	If you are new to net-inspect then its easy as 123: 1. Visit <u>net-inspect</u> and select Request an account 2. Complete the online form selecting Rolls-Royce as your customer 3. Net-inspect will then prepare your account If you already have net-inspect and wish to have an account just contact your company administrator. If you don't know who this is simply contact net-inspect who can point you in the right direction.

 If your company already have a Net-Inspect account then simply add Rolls-Royce as a customer. This action must be completed by the supplier administrator within your company.





New accounts

## New Accounts – Rolls-Royce

- Visit the engine room for digital FAIr's (<u>click here to access site</u>)
- Complete the account request form (both Tabs)
- Submit to the ME-IT tools inbox

Please note if you change role or supplier alignment you must inform us of all changes by amending and re-submitting your access request form to the ME-It inbox.





## Logging in – Passwords & Company Code

- To Log in go directly to Net-Inspect.com
- Enter your Username select sign in
- Enter Password
- Enter Company Code (this will be an abbreviation of your company name this will be determined by Net-Inspect)

Lost Passwords and User ID's are now self service recovery select one of the 'Lost' options on the login screen to get and email clarification or reset.





#### **Supplier Admins**

### Supplier Admins – Adding Users

• Each company will have a Net-Inspect administrator that controls user accounts for their employer, as supplier admin they can add new company users in the user management section of their account by following the below instructions.





**Export Control** 

## **Export Control**

- FAIRs Contain technology e.g. Drawings, Technical Information
  - You Must:
    - Make sure you know the export technology rating/classification of the FAIr
    - Select the correct export program for the 'list of programs'

If you do not know the export control rating then seek advice from your RR representative (MEP)

	FAIR Program	Long Description
Organization Name	Not licencable	Does not require an export licence or authorisation to export, including "Not Listed", NLR, PI 9009 c. NLR per FAR99 and NLR per 9F991
NEW ROLLS-ROYCE TRAINING	EU Dual Use 1-9	Technologies listed in the EU Dual-Use list for example 1E001, 9E003
	German Military	Technologies originating in Germany for German Military programmes for Example 0022.a (0010.d)
Customer Info	UK Military	Technologies originating in the UK for UK Military programmes for Example ML22.a (ML10.d)
Customer 🗇		FAIRs that contain US originated technology that has been exported from the US under a
NEW ROLLS-ROYCE TRAINING	US origin licensable	US License or authorisation. This will include classifications such as 9E003, 9E619 and XIX for example.
Part Number 🗇	US Supply for US Engine	FAIRs from the US supply chain and US domestic manufacture where the technology remains in the US and has not been exported.
Form 1, Field 1		
FAIR Program 🗇	Ť	



**Export Control** 

## **RR** Capricorn Database

- All RR part numbers <u>must</u> be rated and entered into the Capricorn database prior to Purchase Order, and therefore, FAIr creation.
- Capricorn Covers all countries that we operate in
- Net-inspect uses the Capricorn database to:
  - Set the part number
  - Set the export control programs
  - Add the banner text
  - Control user access to FAIrs
- All access attempts, successful or not, are written to the export control audit log.

If your part is not in Capricorn it will not appear in Net-Inspect and therefore your suppliers cannot submit the FAIr. If your part is not in Capricorn please contact your export control manager to have it added.





#### **The Process**

## Simplified Process View



 II
 Business sensitivity classification | © 2021 Rolls-Royce

 Business proprietary classification
 Export Control classification : NLR



The Process

## Workflow and Buyoff View



 Business sensitivity classification | © 2021 Rolls-Royce

 Business proprietary classification

 Export Control classification : NLR



 Business sensitivity classification | © 2021 Rolls-Royce

 Business proprietary classification

 Export Control classification : NLR

## **Creating First Articles**

- To generate a new first article select:
  - First Articles
  - Create FAIr
  - Complete the Mandatory Fields : Customer (this may not be Rolls-Royce), Part Number, Part Name , Division (this is your purchase order source), program and Manufacturing Process reference.
  - Create FAIr

net-inspect	First Articles		
Create FAIR	Create New	Copy From Existing	Import from External
		Create a New FAIR 👔	
	Your Organization Info		
	Organization Name (*) NEW ROLLS-ROYCE TRAINING Customer Info		
	Customer 🕲	To Division	
	NEW ROLLS-ROYCE TRAINING	×	~
	Part Number Ø Form 1. Field 1	Part Name (2) Form 1. Field 2	
	FAIR Program 💿	Manufacturing Form 1, Field 9	Process Reference 🕲
		CREATE FAIR	



- Form 1
  - Complete the remainder of the Form 1 applicable fields including the mandatory fields <u>11 & 12</u> Supplier code and P.O number.
  - To Add Subassembly parts select '+ Add Subassembly' See next slide

AIR #1029 A55182 Rev. B			✓ RETURN XAVE FADR
Form 1 Form 2 🔒	Form 3 🚖 Documents 🕦 Workfl	lows 🔞 Checklist	
Form 1: Part Number Accountability 🛛			
1. Pet Number © 1912345 Cuttorer Pat Number ©	2 Part Name () Test	2. Serial Humber ()	4. FAIR Number 1029 Internal FAIR Number Costoner FAIR Number
5. Part Revision Level O	6. Drawing Number ©	7. Drawing Revision Level ©	8. Additional Changes O
3. Manufaculing Process Reference © 12345	10. Organization News ® NEW ROLLS-ROYCE TRAINING From Obsision ROLLS-ROYCE UK TRAINING	11. Suppler Code ® Vendor Code Mandatory	Purchase Order Mandatory
11. Detail/Xouenbly do つ Assembly FAI C Detail Part	14. Full / Partial © Partial FAI © Full FAI Bandlere Fart Number (Including Revision Level)	Reeson for Partial O	_ AOG _ FAA Approved
Subassemblies @ NOEX of part numbers or sub-assembly numbers required to make the assembly noted above.			+ ADD SUBASSEMBLY + LINK SUBASSEMBLIES



#### Adding Subassembly Parts

## Adding a Detail Part

- To add in subassembly parts select:
  - Add Subassembly on form 1
  - Enter in
    - Part No
    - Part Name
    - Manufacturer
    - If the FAIr is in Net-Inspect Select save Net-Inspect will find all FAIr for that part by that manufacturer in your supply chain and create a list of FAIr numbers.
    - Select the applicable fair number from the list this will then hyperlink the subassembly FAIr into the top level allowing visibility to the top level customer.
    - Alternatively if the FAIr is not in Net-Inspect reference the FAIr number in the applicable field and attach a PDF copy of the FAIr in documents.

Suba	ssemblies ② f part numbers or sub-assembly numbers required to make	the assembly noted above.				+ ADD SUBASSEMBLY V	ASSEMBLIES
	15. Part Number 🕲	16. Part Name 🕲	17. Part Serial Number 🕲	Supplier		18. FAIR Number 🕲	
	Enter Part Number	Enter Part Name		Enter Manufacturer	× ×	Enter FAIr No. or select from list	×
м	▲ 1 ▶ ► 10 → items per page	2				1-1	L of 1 items
·		0		T- 01.1.2			



- To complete your form 2 add your materials, processes, inspections and functional testing.
  - Select the 'Add' buttons to populate your data.

Form 2

- Enter the reference document file name in the 'reference document ' field hit the return key (enter)
- Select the document icon to add your supporting evidence.

AIR View Internal	View Supplier FAIR Requireme	nts Supplier Tree	(Beta) Supplier Map	(Beta) FAIR Por	tal Reports				SAVE FAIR SIG
Form 1	Form 2		Form 3	Do	ocuments 🕕	Wor	kflows 0/3	Checklist	
orm 2: Product A	Accountability - Materials	s, Special Proc	esses, and Fund	tional Testing	g 😧				
I. Part Number KH12345		2. Part Name Test			3. Serial Number		<i>4. F</i> 102	AlR Number Ad	d Here
aterials						Add File	e Name Here	]	+ ADD MATERIAL
5. Materials ③	6. Specification number ③	7. Code 🕲	8. Supp	olier ()	9. Customer approval verifica	ntion 1	10. Certificate of Conformance	Reference Document	
) kh12345	1		Rolls-R	loyce	N/A	~		test file	
ocesses									Add Evidenc
5. Processes ③	6. Specification number 🗇	7. Code 🕲	8. Supplier ③	9. Customer approval	verification <sup>®</sup>	10. Certifi	icate of Conformance Number 💿	Reference	Here
				FAIR #1029 Contai	ins No Processes				
spections									+ ADD INSPECTION
5. Inspections ③	6. Specification number ③	7. Code 🕲	8. Supplier @	9. Customer approva	l verification ©	10. Certif	ficate of Conformance Number	Reference Do	cument
				FAIR #1029 Contair	ns No Inspections				



Form 3

- Results must populated in the net-inspect digital form 3 it is no longer acceptable to attach a pdf copy of your results. Form 3 can be populated via ballooning software, excel import or via the bulk entry template (to use bulk entry you must have already populated the characteristics).
  - Add characteristics using the 'Add characteristic' button populate all relevant fields, requirements will turn green to show the system recognises the requirement (not all requirement will show green e.g. notes).
  - Select the GDT Callout field to open up the built in GDT Builder
  - Select Variable or attribute from the dropdown menu to identify your results
  - Enter your results results will become colour coded based upon the requirements
    - i.e. Green = <50% of Tol. , Yellow = 50% to <100% of Tol. , Red = >100% of Tol.





#### Form 3 Assistance

• For field descriptions and form 3 assistance select the blue circle containing a question mark next to the form name. This will provide form specific help.

et-ir	Spect # First Articles	Quality Management	Calibration				Form 3 🗹 🛛 🛛
ate FA	IR View Internal View Supplier	FAIR Requirements	Supplier Tree (Beta) Supplier M.	ap (Beta) FAIR Portal Rep	orts		This form is used to record inspection results for the design characteristics and to document any applicable nonconformances.
IR a	#1029 AS9102 Rev. B						<u>1. Part Number</u> (R) Number of the part. Automatically imported from Form 1.
UNT	COPY FAIR VOID FAI			Cli	ck Here		2. Part Name (R) Name of the part as shown on the drawing. Automatically imported from Form 1.
	Form 1	Form 2	Form 3	Doc fo	r Help	Workflows	3. Serial Number (CR) Serial number of the part. Automatically imported from Form 1.
Fo	rm 3: Characteristic Account	tability, Verifica	tion and Compatibility Ev	valuation 🕑			4. FAIR Number (CR) Reference number that identifies the FAIR. Automatically assigned by Net-Inspect.
<b>1.</b> Kł	Part Number 112345	2. Pr Test	art Name t	3. Serial Numbe	T		<u>Customer Preview</u> : If this checkbox is marked, most of the form's fields will be hidden to conserve space. Fields 9–14 remain available for entry. Only available to the FAIR's supplier before Form 3 is signed. Clicking the <b>Add a Characteristic</b> button will unmark this checkbox.
Cha	aracteristics			Cust	omer Preview + /	DD A CHARACTER	Add a Characteristic: Used to add a new characteristic to Form 3. Use the button's drop- down arrow to select the number of characteristics you wish to add at once.
	5. Char. No. 🗇	6. Reference Location 🗇	7. Characteristic Designator 🗇	8. Requirement 🗇	9. Results 🗇		Bulk Update: After selecting one or more characteristics, use this button to update all of the selected characteristics at once. Characteristics can be selected by clicking their
	Char # Key Feature	Reference Location	Characteristic Devicestor	Description Units Diameter (10+/- 0.05) Televance Type GDT Callout	Measurement Type		checkbox on the left side of the table. If you click the "Select All" checkbox in the far top- left of the table, then you can choose to either update all of the characteristics on the current page. or all of the characteristics on Form 3.
	Op # 1	Bubble Number	Critical	Basic Value	Variable		( <u>Tools</u> ) <u>Download Excel Templates</u> : Download a Form 3 import template. with or without the form's current data. This Excel form can be edited and uploaded again to a FAIR, replacing all of its Form 3 data.
							( <u>fools</u> ) <u>Import Excel Template</u> : After using the above option to obtain and edit a template, use this option to upload the template to a FAIR and replace the data currently
M		page					recorded on Form 3. ( <u>Tools) Add/Edit Column 14</u> : Add new "Additional Data / Comments" columns to Form 3, or erase all data from these columns.
12	. Signature			13. Date			CLOSE DOWNLOAD IZ VIEW FULL ARTICLE
1							



#### **Adding Attachments**

- To Add FAIr documents not contained within form 2 select the documents tab
- Click the 'Select Files' button and browse for your files.
  - Rolls-Royce has created a standardised list of attachments. You should not be asked to submit anything above and beyond these requirements as they are not required as part of the FAIr.
  - There are a possible 19 'types' of attachment you are not restricted to an upload of 19 files there may be multiple file of one type.
    - You do not have to provide them all only those relevant to your FAIr
    - They do not have to be uploaded in order.
    - · You should prefix each file name with the number from the checklist to help identify your documents
      - E.g. 1 Rolls-Royce FAIr Review Form
- You <u>Must</u> acknowledge that the document meets export rules for Rolls-Royce by placing a tick in the radio box.

R #1029 AS9102 Rev. B							10 m 10 m
INT COPY FAIR VOID FAI					de	Libraries System Folder	
Form 1	Form 2	Form 3		Documents 💿		Network System Folder	
Desuments <b>a</b>					ata umen ns	Adobe Application Manager Shortcut 1.46 KB	
Documents 🕑	Rolls-Royce FAIR Supporting Do The table below identifies the supporting document	cumentation tation mandated by Rolls-Royce, when required by the	scope of the FAI report.				
1. Part Number KH12345	In the relationship performing a periodicity and an a new periodic of the second	der under der ander den gesetz gesenzen. Die Stehen geschlichten die Der Antering der Antere Stehen die Stehen die Stehen die der Stehen die Stehen das geste der Antere Stehen die stehen die Stehen die Stehen das geste der Antere Stehen die stehen die Stehen die Stehen das geste das die Stehen die stehen die Stehen die Stehen das geste das die Stehen die stehen die Stehen die Stehen das geste das die Stehen die stehen die stehen die stehen das die Stehen die stehen die stehen die stehen die stehen das die Stehen die stehen die stehen hindrestehe die Internet Vier das stehen die stehen die stehen hindrestehe die Internet versionen die stehen die stehen die hindrestehe die Internet versionen die stehen die stehen die hindrestehe die Internet die Stehen die stehen die stehen die stehen die stehen die stehen die stehen die stehen die stehen die stehen die hindrestehe die in the Product Dathilition	Derument, related to Form 1	Cutomer NEV ROLLS-F	loyc		All Files (**)     Open
	Material certification and relaxes documentation, (MM     Evidence of approximated after condition of supply definit     Evidence of special process tendermannes e.g. Acceptan     Includen special process conformance e.g. Functions     tentions of functional test conformance e.g. Functions     testing	n the masses for this FA bandwase are material contently on and performations methods, of them requests to be nontrog/forging) out e.g. Data Card. (when reasons for FA) instates special process) as report or completed Batch Card – item 7. (When reasons for FA) If Test Acceptance Report.) (When reasons for FA)	Documents related to form 2 Met tagest: Attach in Fran 2 in field 'Heference Document'. If attached in Form 2, these will show up to Documents tab. Chevester, attach in Documents' tab.	r files here or SELEO	TT FILES		
	<ol> <li>Evidence that a chromotoristic not accessible in the final activities, has not been affected by those production a 27. Evidence of measurement results in a Christ, Geob, et 28. Evidence of the product part making e.g. Photograph, product)</li> <li>Evidence of part marking readability e.g. printed from making to leaguidation the product)</li> </ol>	product and measured prior to completion of production tobellise. When is a measurement of the hydroc behavior) When Product Definition instructs the markings to be applied on the a DPM reader. (When Product Definition instructs machine readate	Documents related to Form 3 Net inspect: Attach in 'Documents' tab		_		
	Note: When a FAIr is to include measurement results, it is mandato	ry to populate all fields in Form 3 in the effatit tool. The uploading of a co	npleted paper Form 3 or a report from a				



#### **Removing Attachments**

• To remove attachments select document tab then the 'X' at the side of the applicable file name.





## Supplier FAIr Checklist

- The former FAIr/LAIr content review form is built into the system, complete the checklist in the checklist tab on Net-Inspect. Do not attach the excel content review form.
- This will need signing to verify completion prior to signing of Field 21.

AIR #1041 AS9102 Rev. B										د RETURN TO
PRINT COPY FAIR VOID FAI									SAVE	SIGN CHECKL
Form 1	Form 2	Form 3	Do	cuments 🧿		Workflow	15 1/6	Checklist		
Supplier Checklist ဈ										
1. Part Number T7000 04M-01	4. FAIR I 1041	Number		Customer ROLLS-ROYCE ASSEMBL	Y AND TES	π		Program UK Dual Use		
AS9102 4.5 The organisation s	hall conduct the following activitie	s in support of FAI:								
Question 1. (a) Review manufacturing documen material types, conditions and approv	tation (e.g. routing, work instructions) to en rals.	sure all operations are complete as planned, cal	I out the correct s	specification,	ypplier	⊖ N/A	Supplier Commen	ts	Customer Ac	cept / Reject
2. (b) Review supporting documentati completeness.	ion in the FAI (e.g. inspection data, test data,	Acceptance Test Procedures, special process ap	oprovals and certi	ifications) for	Yes	⊖ N/A			Accept	O Reject
3. (c) Verify that the raw material and special process certifications call out the correct specification. material types, conditions, and approvals.					) Yes	○ N/A			Accept	O Reject
4. (d) Verify that required customer approved sources are utilized.					Yes	○ N/A			Accept	O Reject
5. (e) Review non-conformance documentation included in the FAIR for completeness.					Yes	○ N/A			Accept	O Reject
6. (f) Verify that required designed too	6. (f) Verify that required designed tooling (e.g., part specific gauges) are used and appropriately documented on Form 3.				) Yes	○ N/A			Accept	O Reject
7. (g) Verify that every design character	eristic requirement is accounted for, uniquel	y identified, and has inspection results traceable	e to each unique i	identifier.	Yes	○ N/A			Accept	O Reject



## FAIr Complete / Not Complete – Set Before Submission

- FAIR Complete/Not Complete <u>must</u> be selected by the supplier submitting the form. The status should be set and determined based on the descriptions below before the FAIr is submitted to the customer. <u>FAIrs submitted with the incorrect selection must be rejected back for amendments</u>.
- **FAIr Complete** If all of the FAIR's design characteristics conform to engineering drawings, specifications, and other applicable design documents.
- **FAI Not Complete** if the FAIR design characteristics do not conform to engineering drawings, specifications, or other applicable design documents.

	The <u>Supplier must</u> <u>select</u> the correct option before		_
	submission.	19. Signature @	
s-Royce		FAI Complete     FAI not Complete	0



#### FAIr Field 19 – Signature

- This is the person approving a FAI report, certifying the evaluation activities in AS9102 Rev.B 4.5 are complete and the FAIR is approved.
- Sign FAIr field 19
  - Select FAIr Complete or Not Complete in accordance to the AS9102 standard
  - Select Sign All Forms
  - Enter Password
  - Select ok this will lock FAIr amendments.

	Sign All Forms
	Forms 2 and 3 have not been signed. Completing the information below will sign all forms
	User Name Test User ID
	Password
	OK CANCEL
19. Signature O	SIGN ALL FORMS
FAI Complete FAI not Complete	Pass 🗍 Fail 💿
21. Reviewed By @	
23. Customer Approval @	
	_



#### FAIr Field 21 – Signature

- This is the person reviewing a FAI report on behalf of the organisation who approved the FAIr and shall not be the same person that signs data field 19 Signing field 21 will close and submit to the customer identified on the FAIr and will therefore lock all updates unless rejected back to you by the customer.
  - Select submit
  - Enter password
  - Confirm export disclaimer
  - Submit.





#### **Digital FAIr Process**

#### Notifications

- Notifications in Net-Inspect are sent:
  - To RR (customer) upon:
    - FAIr Submission
    - Start of each workflow step
  - To Supplier upon:
    - Workflow is disapproved
    - Final buyoff is approved or disapproved

If you are not receiving email notifications and believe you should be please contact your Net-inspect administrator to ensure that your email address and notifications are set correctly.





#### Viewing FAIrs

#### **Viewing Internal FAIrs - Suppliers**

- To view internal FAIrs
  - Select First Articles
  - View Internal
    - Use the filters to tailor your search
      - Show Date Range select the dropdown menu to alter the range of your report
      - Filter icons FAIr No/Part No etc select the icon refine the search by selecting contains/ starts with enter search value select filter
      - Add columns select column dropdown to add more categories into your report place a tick in the categories you wish to display.
      - Export export your results to excel with the export function.

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ner	t-inspect III First Articles	Quality Management	Calibration							
Create	te FAIR View Internal View Supplie	r FAIR Requirements	Supplier Tree							
1.000										
						Export your		1		
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FAIR N T 1029	Part Number T Customer KH12345 Show items with value that	FAIR Status RAI Complete	T Buyoff Status	T Reviewed By	Void (0)           T         Submissio         T         Sub           Not Submitted         Volume         Volume         Volume	Program Not Listed	Detail/Asse Detail	Search  Full/Partial  Full	<ul> <li>T Last Updat</li> <li>10/22/18</li> </ul>	<ul> <li>Q</li> <li>▼</li> <li>✓</li> </ul>
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#### Viewing FAIrs

## **Viewing Supplier FAIrs**

- To view Suppliers FAIrs
  - Select First Articles
  - View Supplier
    - Use the filters to tailor your search
      - Show Date Range select the dropdown menu to alter the range of your report
      - Filter icons FAIr No/Part No/ Supplier etc. select the icon refine the search by selecting contains/ starts with enter search value select filter
      - Add columns select column dropdown to add more categories into your report place a tick in the categories you wish to display.
      - Export export your results to excel with the export function.

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Create	FAIR View Inte	mal View Supplier		FAIR Requirements Sup	pplier Tree (								
Amer Date F	nd Report tange Here Fin Article	Inspection Rei	ports	Filter Each Category using filter icon next the heading	the t to				Export your results to Excel Here			Add Cate He	egories re
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1025	Assembly Demo Part			Not Complete			Not Submitted			Assembly	Full	10/15/18	~
1024	Assembly Demo Part			Not Complete			Not Submitted			Assembly	Full	10/10/18	~



#### PDF & Print

#### **Printing a First Article**

- To print your first article:
  - Select First Articles
  - View Internal or view supplier
    - Use the filters to tailor your search
    - Select the FAIr No you wish to print
    - Select Print
    - Use the radio buttons to select which forms and documents you wish to print.
    - Select print to view in web browser
    - Select Download PDF to create offline file.

Create FAIR View Internal	View Supplier FAIR Requirements	Supplier Tree (		
		аларескоп керога	100	
	Show © PAST QUARTER ~ All	In-work (20)         Pending Buy-off (1)         Disapproved (2)         Buyo           T         Customer         T         FAIR Status         T	H C	
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				<ul> <li>Form 3</li> <li>Documents</li> </ul>
				✓ Supplier Checklist



#### Workflow - Rolls-Royce Only

- The internal workflow is set by the SOR MEP (workflow step 1) the SOR determines which departments are required for approval for the FAIR. Workflow steps must be completed in order. You will only be able to approve workflow steps that you are aligned to.
- Approvers can choose to approve or disapprove the workflow step
  - Approving will automatically trigger an email notification to the users aligned to the next step to provide their approval.
  - Disapproving the step will trigger a notification back to the supplier to provide further information.

PRINT RESET	r										
Fo	rm 1	Form 2		Form 3		Documents 🚯		Workflows	Checklist		
Workflov	vs 🕐										
1. Part Number M250-10834	er		4. FAIR Numb 206238	ber		Customer ROLLS-ROYCE			Program US CCL No License Required		
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1	SOR MEP				No	ot Started				APPROVE	DISAPPROVE
2	SPG				No	ot Started				APPROVE	DISAPPROVE
3	MEP with POAH appr	roval			No	ot Started				APPROVE	DISAPPROVE



## Approving Workflow - Rolls-Royce

- You can approve FAIrs via the workflow tab:
  - Select first articles
  - View Supplier •
  - Select the FAIr you wish to approve
  - Select the workflow tab
  - Select Approve
  - Set the workflow according to the next steps required (SPG, POAH MEP can be skipped using the radio buttons on the workflow window)
  - Enter password to confirm approval.





## Supplier FAIr Check list approval – Rolls Royce

- The approve the completion of the supplier FAIr check sheet select:
  - Checklist tab
  - Approve Checklist
  - Enter approval comments
  - Select approve.





32 Business proprietary classification

Export Control classification: NLR

## **Disapproving Workflow – Rolls Royce**

- You can disapprove FAIrs via the workflow tab:
  - Select first articles .
  - View Supplier
  - Select the FAIr you wish to disapprove
  - Select the workflow tab
  - Select Disapprove for your workflow step
  - You Must still set the workflow according to the next steps required (SPG, POAH MEP can be skipped using the radio buttons on the workflow window) .
  - Enter password to confirm disapproval.
  - You Must enter comments in the comments field to support your rejection to allow the supplier to make appropriate amendments.





#### **FAIr Rejection**

## Disapproving Workflow – Rolls Royce – Field Level Rejections

- You can reject FAIrs at field Level this will highlight amendments to the supplier in Red. Upon return of the FAIr you will also be able to track changes to check the amendments have been made quickly and effectively.
  - To create field level rejections open the FAIr
  - Select Buyoff mode
  - Select the fields that require amendments You must add comments- these will appear red to the supplier when they open the FAIR to complete amendments.
  - Reject your workflow step.
- To review the amendments after re-submission.
  - Open the FAIr
  - Select Buyoff Mode
  - · Select Show supplier changes the amendments will appear in Green and list them in the buyoff column on the left.

FAIR #1082 AS9102 Rev. B		₽ RETURN TO LIST			
PRINT COPY FAIR VOID FAI	SAVE FAIR	SIGN ALL FORMS			
Form 1 Form 2 Form 3 Docume	nts 🚯 Workflows 😰 C	hecklist 🖻			
	net-inspect # First Articles	Quality Management Calibration			Q 🗘 🕹 🖉
Form 1: Part Number Accountability 🔮	Create FAIR View Internal View Supplier	FAIR Requirements Supplier Tree	(Beta) Supplier Map (Beta) F	AIR Portal Reports	
L Part Number ©  RRAtsembly Cutomer Part Number ©  RRAtsembly product  A seriel Mamber  RRAtsembly product  A seriel Mamber  RRAtsembly product	HLTERS     ≪       View Mode <ul> <li>Buyotf Mode</li> <li>Show Supplier Changes</li> <li>Rejections &amp; Changes</li> <li>Status Number - Jonathon Hill, 11/4/18</li> <li>123/49729 - Jonathon Hill, 11/4/18</li> </ul>	1. Part Number RRAssembly Customer Part Number	ое уон ынг 2. Part Name ⊙ RR assembly product 1 RR assembly product ↓Jonathon Hill, 11/6/18	till wrong numbet 3. Seriel Number ⊘ 123455789 123455789 12345 <u>5289</u> -Jonathon Hill, 11/5/18 12355 -Jonathon Hill, 11/5/18	4. FAR Number 1082 Internal FAR Number FAR number RR1234 E81224 Scatabon Hill, 11/5/18 Cuttomer FAR Number
	12345     -Jonathon Hill, 11/6/18       PART NAME     *       * "ore you sure" - Jonathon Hill, 9/14/18       RR assembly product_jJonathon Hill,       11/6/18	5. Part Revision Level (1)	6. Drawing Number	7. Drawing Revision Level 🕲	8. Additional Changes 🗇



## Customer Approval FAIr Field 23 – Rolls-Royce ONLY.

- FAIr Field 23 is for Rolls-Royce customer approval <u>only.</u>
- To complete final buyoff of the FAIr Select
  - First Articles
  - View supplier
  - Select the FAIr for approval
  - Select Buyoff Mode
  - Approve or Disapprove
  - Enter Your password
  - Enter Comments if Required
  - Select OK Buy off is now complete and an automatic notification will be sent to the supplier.





#### **Copy FAIr**

35 Business proprietary classification

Export Control classification : NLR

## Copy FAIr

- You can copy an existing FAIr if your company has created the FAIR, this allows you to quickly recreate the FAIr. To do this select:
  - First Articles •
  - View Internal
  - Open the FAIr you wish to copy.
  - Select Copy FAIr •
  - Select Use Current Company or alternatively if you wish to copy to a different account enter in the log in credential for the company you wish to copy the first article too.
  - Use the check boxes to identify which information you wish to copy.
  - Duplicate FAIr will be created with a new FAIr number. •





**Delta FAIr** 

## Delta FAIr

- A Delta FAIr is effectively a partial FAIr that can be generated when the original FAIr resides in net-inspect, delta's create a parent child relationship amongst the FAIrs creating visibility between the original and partial first articles.
- Delta's can be used if a FAIr has been voided or approved by a customer, they are useful for documenting
  minor dimensional fixes and change.
- To create a delta select:
  - Create FAIr
  - Copy from existing
  - Select Use Current Company or alternatively if you wish to copy to a different account enter in the log in credential for the company you wish to copy the first article too.
  - Use the check boxes to identify you wish to copy as a delta
  - Delta FAIr will be created with a new FAIr number and will be linked to the original FAIr





#### **Tiered FAIrs**

# Tiered FAIrs - Introduction

Management of Supply Chain eFAIrs using Net-Inspect

Suppliers send 'up' the chain Customer visibility 'down' the chain

FAIr planning is key

Hyper-linked FAIrs through the supply chain

Accommodate Net-Inspect and non Net-Inspect FAIrs





#### **Excel FAIr Creation**

#### Creating a First Article Using Excel

- To Complete a first article using excel select
  - First articles
  - Create FAIr
  - Import from External
  - Select Excel from the import type dropdown menu
  - Download the template.

#### See Next Slide for Further Instruction of import....





#### **Excel FAIr Creation**

**39** Business proprietary classification Export Control classification: NLR

#### Creating a First Article Using Excel

- Complete Forms 1,2 and 3 in the tabs provided
  - Save the file
  - Go back to the net-inspect screen
  - Select the import option Overwrite existing, create new or append to FAIr
  - Browse and Select file for import
  - Acknowledge the export warning and select upload all. .





Bulk entry Results Template.

## **Bulk Entry**

- Form 3 Characteristic must me populated prior to attempting to use the bulk entry template. The purpose of this template is to populate <u>results only</u>.
- This is a separate template to the excel FAIr import template and is used to quickly enter results of on form 3.
- To perform a bulk entry:
  - Select Tools
  - Download Excel Template
  - Select either Download completed results to update existing characteristics or Download Blank to overwrite existing.
  - Complete Excel and Save
  - Select Tools
  - Import Excel locate file and select import.





Bulk entry Results Template.

## **Bulk Update**

- Form 3 Characteristic must me populated prior to attempting to use the bulk entry template.
- To perform a bulk update:
  - Select the rows you wish to bulk update
  - Select Bulk Update
  - Complete the cells you wish to bulk update in the pop-up window.

		Bulk Update Characteristics	
haracteristics		Settings will be applied to 1 Char      Kev Feature	acteristics
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		Reference Location	
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		Tooling	
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		🗌 14b	
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		_ 14d	
		Comments	



Automated FAIr Creation

## Automated FAIr Creation – Ballooning Software

inspectionxpert

- Net-Inspect supports a number of ballooning software, its fast efficient and effective and will reduce errors.
- This does not remove the requirement to check the output ballooning software may miss requirements that you do need and it may capture some that you don't you must validate when using auto-ballooning
- If you require ballooning software training please contact your ballooning software provider.
- Below are some of the supported tools:
  - Discus can be used under the Rolls-Royce License agreement this is an OCR package only Contact your MEP for the license key.
  - Inspection Expert
  - Ideagen Q Pulse Fair (IPI VISI FAIr)







#### Viewing V3 FAIrs

## FAIr Portal

- Use the FAIr portal to view all FAIrs created by yourselves or your suppliers, this is a view only portal you will not be able to buyoff FAIrs in this section of Net-Inspect.
- Use the filter to help define your search by:
  - Supplier
  - FAIr Number
  - Part Number

net-	inspect First Articles	Quality Ma	anagement	Calibration							٩	<b>\$</b> ~	
Create	FAIR View Internal View	Supplier	FAIR Requiremen	ts Supplie	r Tree (Beta)	Supplier M	ap (Beta)	FAIR Portal	Reports				
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INTE	ERNAL EXTERNAL SU	PPLIER PRO	GRAM DIVIS	SION ACCO	UNT FAIR	Part	t Number		٩	All Acc	ounts		~
	Supplier	FAIR +	Part Num	Part Rev	Supplier	Customer	Program	From Div	To Division	FAIR Status	Approval	Full/Partial	Last Upd
	T	T	T	Y	T	T	T	T	•	T	T	T	
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	ROLLS-ROYCE TIER 1 SUPPL	1082	RRAssem		ROLLS-R	NEW ROL	No Licens	FAIr review	ROLLS-R	Not Com	Pending	Full	11/6/18
	ROLLS-ROYCE TIER 2 SUPPL	1081	RRAssem		ROLLS-R	NEW ROL	EU Dual	FAIr review	ROLLS-R	Not Com		Partial	9/12/18
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1	1 - 4 of 4 items	н н	1 2 3	. н	20 💌	items per pag	ge					1 -	20 of 63 items



#### Reporting

#### Reports

- Use the Net-Inspect suite of reports to review FAIr Quantity, rejections, first past yields. Just select the report and filter to refine your results. To View select:
  - First Articles
  - Reports
  - Select report of your choice.
- Use filters to define internal or external, supplier or parts as highlighted by the red box below.





Reset

## **FAIr Reset**

- To request a reset of the FAIr:
  - Open the FAIr to reset
  - Select Reset
  - Select Request reset of FAIr
- This will submit a request to the Customer Administrators to reset your first article.





## Void FAIr

- Net-Inspect does not allow for deletion of FAIrs however an alternative is the option to 'Void' a FAIr this will lock the FAIr for editing regardless of its completed state and will not appear as part of reports.
- Please take great care when Voiding FAIrs as there is no reverse to this action.
- To Void:
  - Open the Fair
  - Select Void FAI
  - Select Void on the Prompt.





Help & Support

## Further Help & Support – Supplier Support Model

## Supplier Support Model





#### Help & Support

## Further Help & Support – Net-inspect In Application Help

- Use the guidance links on the V5 dashboard to view:
  - FAQ's

D

- How to flow your FAIrs in the FAIr Key requirements and structure
- Video Tutorials
- Knowledge Base Articles.

shboard 🕜	
Welcome to Version 5!	Implementation Guide × Rolls-Royce
Please use these training resources to help you get started with Net-Inspect Version 5: • Video Tutorials • Knowledgebase Articles	<ul> <li>Frequently Asked Questions </li> <li>Rolls-Royce FAI Supplier User Guide v1.9</li> <li>FAIR Key Requirements and Structure </li> <li>Need Help?</li> <li>Support Model </li> </ul>



#### Issue History

Issue Status	Date
Issue 1	Nov 2018
Issue 2	June 2019
Issue 3	Dec 2021

Author
Jonathon Hill
Jonathon Hill
Jonathon Hill

Reason for issue
Initial Issue
Submission path removed from presentation
slide 19 image showing max. content list updated