

FIRST PART APPROVAL[FPA] REQUEST NOTE

FPA NO.:

FPA DATE:

PURCHASE DEPARTMENT TO QUALITY CONTROL / QUALITY ASSURANCE DEPARTMENT

NAME OF SUPPLIER:

PRODUCT / PART NO./ NAME /IDENTIFICATIONS & DESCRIPTION

QUANTITY / DESCRIPTION FOR APPROVAL

PURPOSE : NEW DEVELOPMENT { } / ALTERNATE SOURCE { } / OTHERS { }

REASON IN DESCRIPTION

REMARKS / COMMENTS – FROM PURCHASE DEPARTMENT

REMARKS / COMMENTS – FROM Q.C. / Q.A. DEPARTMENT

CONCLUSION

ACCEPTED [] REJECTED []

NOTE:

CHECKED BY

APPROVED BY – QUALITY TEAM