

Update on the ASA-100 Audit Program

Presenters:

Michelle Billoir

Kelly Lyon



ASA-100 Accreditation

ASA-100 Standard and FAA AC 00-56 **B**.

Let's go through the steps!



ASAAP Contacts

- Corine Graham, Coordinator Audit Programs
Corine.graham@aviationsuppliers.org
- Kelly Lyon, ASA Auditor
klyon@aviationsuppliers.org
- Michelle Billoir, ASA Auditor
mbilloir@aviationsuppliers.org
- Walter O'Connor, ASACB & ASA Auditor
walterfoconnor@aviationsuppliers.org
- George Ringger, ASA Auditor
george@aviationsuppliers.org
- Roy Resto, ASA Auditor
Royresto@aol.com



Additional ASA Contacts:

- Michele Dickstein, President
- Jason Dickstein, General Counsel
- Jeanne Meade, Director Member Services
- Diane Leeds, Financial Services
- George Ringger, ISO Accreditation Manager
- Emil Patino, Programs Assistant



Let's Start with the Details!

- New AC released!
- Very few countries regulate distributors, but there has been an increase in programs to “address” distributors.
 - EASA’s trying to address oversight of distributors with the original NPA 2012-03.
 - CAAC released an advisory document similar to FAA AC 00-56 and is requiring that distributors operating out of China be audited to this document.
 - FAA does not regulate distributors specifically, but continues to encourage third-party accreditation and FAA AC 00-56.



FAA AC 00-56

- FAA created a program by which a distributor complies with the requirements in Advisory Circular 00-56.
- Compliance with FAA AC 00-56 includes a third party audit (**ex. ASA-100, AS9100 series, ISO 9001**).
- Once accredited, a distributor can be listed in the database of accredited distributors, maintained on the ASA website.
 - Many customers search the database to check the accreditation status of the distributor(s) they use.



Requirements for Accredited Distributor

Requirements

- Receiving Inspection
- Personnel Training
- Identification and qualification of QA decision makers
- Incoming Discrepant
- Measuring Equipment
- Self Evaluation Program
- Shelf-Life Controls
- Technical/Reference Data
- Inspection Stamp Control
- Packaging Controls
- Environmental Controls
- Documentation Control
- Lot Redistribution Procedures
- Documentation Retention
- Recall Controls
- Notification of Changes
- Hazmat Control and Shipping



ASA-100 Accreditation

- The ASA-100 Standard is owned by ASA.
- ASA regularly reviews the standard along with the Quality Committee.
 - The Standard is currently on revision 3.6 (3/2012)
 - Will be revised due to AC 00-56B.
- Any need for clarification is issued via a Letter of Interpretation (LI)
 - There are two (2) active LIs. One proposed LI in the works.
- There is a Best Management Practice pertaining to Disposition of Unsalvageable Aircraft Parts and ESD.



ASA-100 Accreditation

- Globally, over 300 facilities are accredited via the ASA-100 Program.
 - ASA accredits Third Party Logistics Providers (3PL) – *not FAA AC 00-56 accredited.*
 - Companies are located in:
 - US, UK, Ireland, South Africa, Switzerland, Netherlands, France, Luxemburg, Canada, Russia, Slovakia, Nigeria, Singapore, Malaysia, Indonesia, Hong Kong, China, U.A.E., Saudi Arabia.
 - Several US based companies have multiple ASA-100 accredited locations throughout the world.
 - Continued increase of clients with joint ASA-100 and ASACB provided ISO 9001, AS9100 or AS9120 audits



What Are The Steps To Becoming Accredited to ASA-100?

Six Step Process:

1. Review FAA AC 00-56, ASA-100, and LIs.
2. Perform a self-evaluation audit of your quality system using the ASA-100 Self-Audit Checklist.
3. Complete ASAAP application and forward the application with payment to ASA.



What Are The Steps To Becoming Accredited to ASA-100?

4. Upon receipt of the completed application and payment, ASA will contact you to arrange the date of your audit.
 - Prior to the audit, ASA must have a controlled copy of your quality manual and the self-audit must be completed.
 - For companies going through re-accreditation or surveillance audit, ASA will contact client approx. six (6) weeks prior.



What Are The Steps To Becoming Accredited to ASA-100?

5. ASA conducts the audit at your facility.
 - The audit is typically conducted by one auditor and takes one day to complete.
 - Upon completion of the physical audit, the auditor may leave the client with any corrective action associated with the audit.
 - The client will be given a timeframe to complete the corrective action.
 - Upon successfully providing corrective action responses, ASA will provide the distributor with a certificate and certifying letter that supports the requirements of FAA AC 00-56.
 - ASA will also provide the distributor with a logo license agreement, which allows the use of the ASA-100 Accreditation logo on client's website, business cards, P.O.'s and other documentation.

What Are The Steps To Becoming Accredited to ASA-100?

6. Accreditation to FAA AC 00-56 does NOT become effective until your company is listed in the Voluntary Industry Distributor Accreditation Program database.
 - The Aviation Suppliers Association has been designated by the FAA as the database manager and the database is maintained on the ASA website.
 - To become listed, you must forward a copy of the accreditation certificate and a database letter to ASA.
 - The database letter asserts that your company will continue to comply with AC 00-56. (Complete details can be found in AC 00-56 page 9, Para. 10)



Supplemental Items

- ASA Quality Manual Template
 - Developed to guide companies in writing a manual that complies with the ASA-100 Standard.
 - Distributor will still need to make sure that they are operating the quality system in compliance with the company's manual and FAA AC 00-56.
- Self-Audit Checklist
 - Created as a supplement to the ASA-100 standard in order to help companies perform an extensive and appropriate self-audit.
- ASA-100 Test
 - Available for companies to use for OJT on ASA-100, and can be modified to reflect the companies quality system. *Note: An answer key is provided.



Monitoring Lists

Simple to monitor (BUT THIS WILL CHANGE):

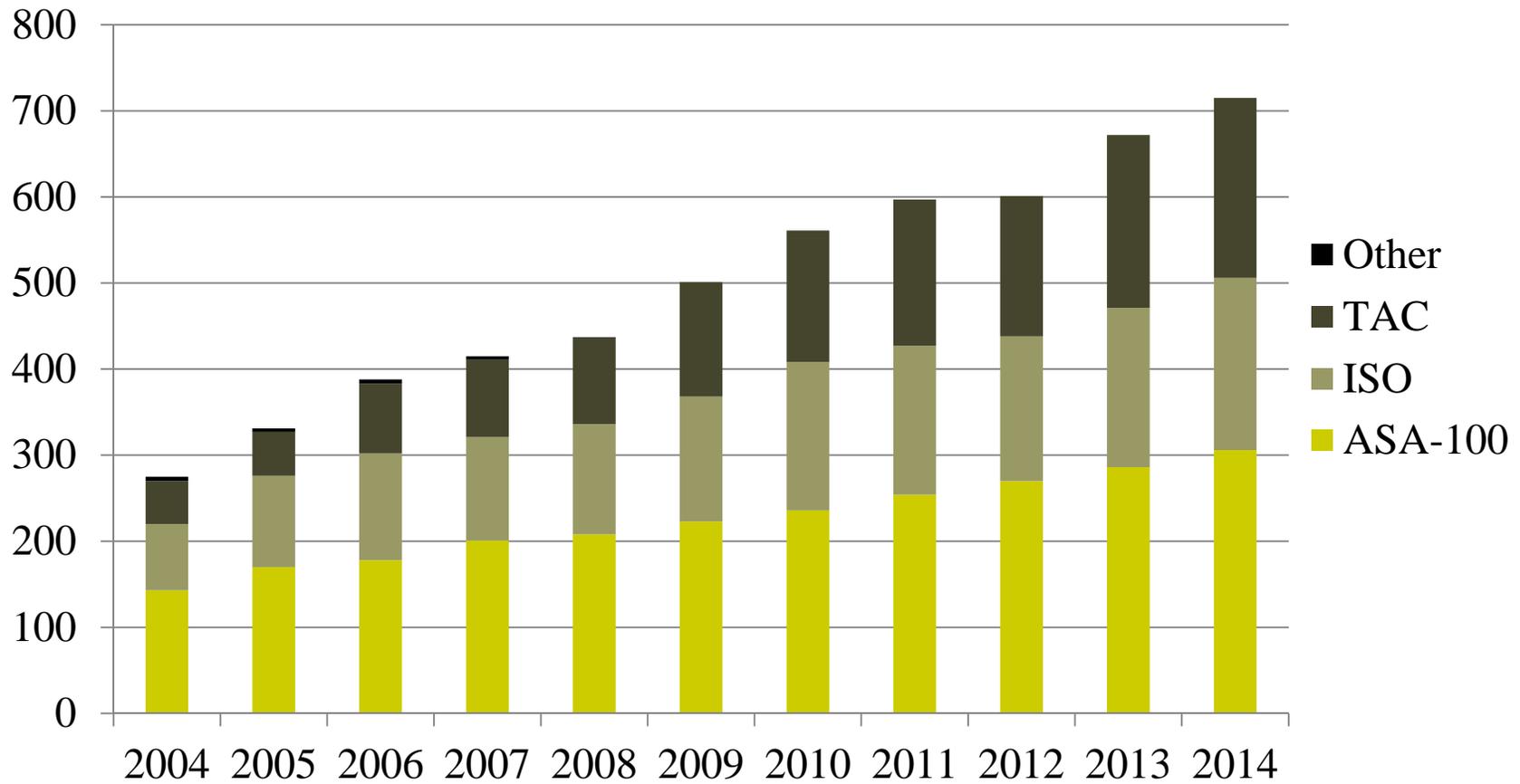
FAA AC 00-56A Database of Accredited Distributors:
www.aviationsuppliers.org/FAA-AC-00-56-List

Quick Reference:

www.aviationsuppliers.org

Lists/Databases Tab

FAA AC 00-56A Participation





FAA AC 00-56

As of early June there were 758 companies listed on the Database of Distributors, thus being FAA AC 00-56A Accredited

- *Breakdown among applicable quality system standards*
 - ASA-100
 - ISO 9001
 - Includes those accredited to AS/EN 9120
 - TAC 2000
 - Note: This number is constantly changing.



Future of FAA AC 00-56 – Thinking Global

- EASA is working on a rule, known as NPA 2012-03 ‘*Control of suppliers of components and material used in maintenance*’. The rule is similar to FAA AC 00-56 in that it lists *officially recognized standards*. Jason Dickstein provided a brief update on this document at the Quality Committee meeting.
- As mentioned at previous conferences, the CAAC has developed its own guidance for Chinese distributors that require an audit by a Chinese Association.



Future of ASA-100 Audit Program

- ASA has moved, almost exclusively, to electronic auditing documents and follow-up. The program being used is called iAuditor.
 - More streamlined documents and response procedures
 - More detailed checklists (i.e. robust notes section, picture capability, etc.)
- Greater focus on companies and determining systemic issues when responding to CARs
- ASA will be heading to a electronic platform



ASA-100 Discussion Topics

- ASA compiles a list of frequent findings. It is updated approx. every six (6) months.
- 1.B.- Quality System and Quality Manual
 - Are all procedures documented in sufficient detail to be used as operating instructions?
- 4.C. Training documentation.
 - Who needs documented training?
 - What does the training record need to include?
- 5.A. Trace to a prior source.
 - What is the difference between trace documentation and certification documentation?
- 5.C. List of approved suppliers.
 - How are suppliers approved and is this approval process included in the Quality Manual?
 - How do you keep a quality history of each supplier?
- 8.I. Scrap procedure and records.
 - What records need to be maintained?
- 9.A. Shelf life procedure.
 - What is the change in Rev. 3.6 and what does it mean for keeping track of shelf life data.



2015 ASA Annual Conference