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• **Great Pains were taken to KEEP IT SIMPLE!**

• **Collaborative effort**

Trust me, I was there!

QA COMMITTEE AGENDA ITEM

TOPIC: Add language in the ASA-100 Standard to require that firms which engage in Drop Shipping have procedures in their manual supportive of the practice

WHAT ARE WE TRYING TO FIX?

- The ASA-100 Standard, in sections 6 and 11 require that parts and documentation be subjected to a Receiving and Shipping Inspection, *BUT...*
- Drop Shipped parts do not have complete inspections as required by the aforementioned sections
- Some parts are rejected by customers after being physically inspected (which was not accomplished by the distributor due to the Drop-Shipment). This dilutes the supposed effectiveness of accreditation and the ASA-100 standard.

QA COMMITTEE AGENDA ITEM

BACKGROUND:

- We recognize that Drop Shipping is one of the methods favored by many accreditees and is required by some customers for some shipments; this is not meant to curtail that activity, but to add structure to it
- The only place it is currently mentioned is in the ASA's Manual Template, but since it is not an ASA-100 Standard requirement, applicants are not required to follow it. Further, only a fraction of accreditees use the Template
- The ASA and its Auditors continue to see evidence of 'issues' caused by lack of structure and processes and procedures regarding Drop Shipping Practices
- As a reality check, we realize that implementing these proposals will not completely eliminate parts being rejected by customers, particularly for condition (following physical inspection), but it should
 - Minimize or eliminate customer rejects due to documentation issues
 - For parts rejected following physical inspection, it should mitigate the impact and negative reflection on the distributor by inclusion of the disclaimer statement as suggested in the proposed paragraph 5.E. 3)

QA COMMITTEE AGENDA ITEM

PROPOSED ASA-100 LANGUAGE:

- **Add a Drop Ship Definition to Section II of the Standard:**
 - **Drop Ship:** A transaction whereby the Part(s) are being shipped from the Distributor's Supplier directly to the Distributor's Customer without an interim stop at the Distributor for inspection
- **Section 1. E currently states "For distributors, the quality control manual shall include, but not be limited to a detailed description of: Add the following new sentence:**
 - 15) the procedures used to engage in Drop Shipping activity

QA COMMITTEE AGENDA ITEM

Add a new paragraph to section 5

E) The distributor shall have a procedure in place for drop shipping which assures:

- 1) When a part is drop shipped to a customer, all traceability and condition documentation shall be first reviewed by an inspector on the roster and approved prior to the part being shipped to assure conformance with the customer's purchase order.
- 2) The customer is provided with documentation in accordance with the "Required for Shipment" column of Appendix A.
- 3) The distributor's shipped documentation contains a statement such as "This shipment has been drop shipped to your location, and as such has not been physically inspected by (distributor name) inspectors."
