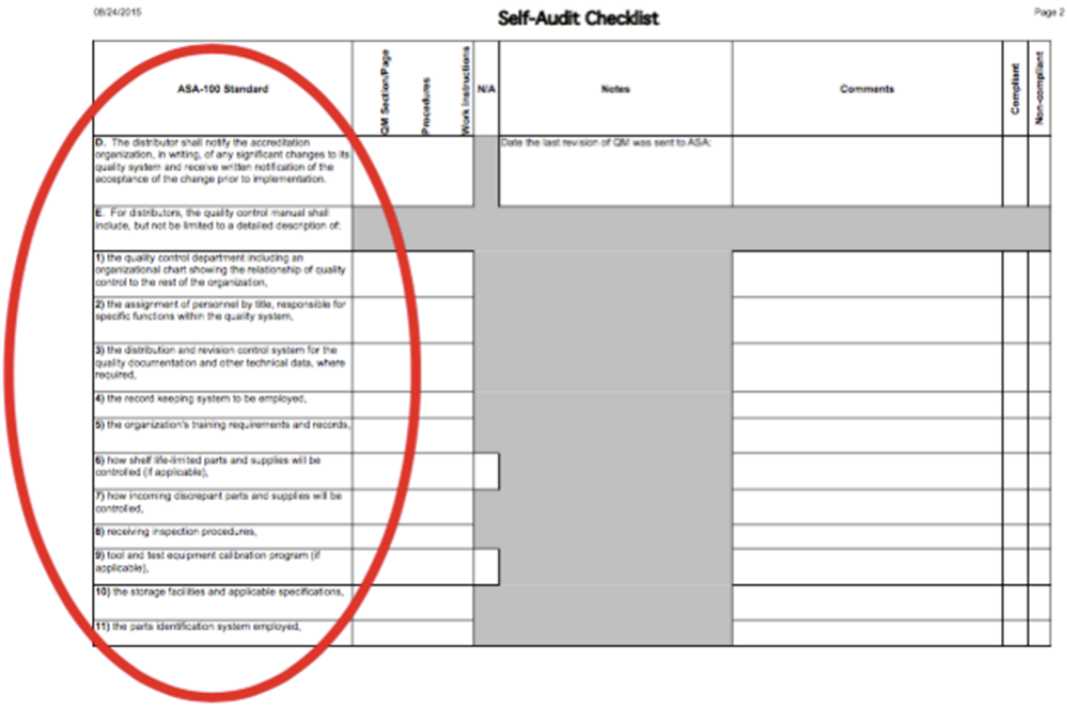
INSTRUCTIONS ON HOW TO COMPLETE THE ASA SELF-AUDIT CHECKLIST

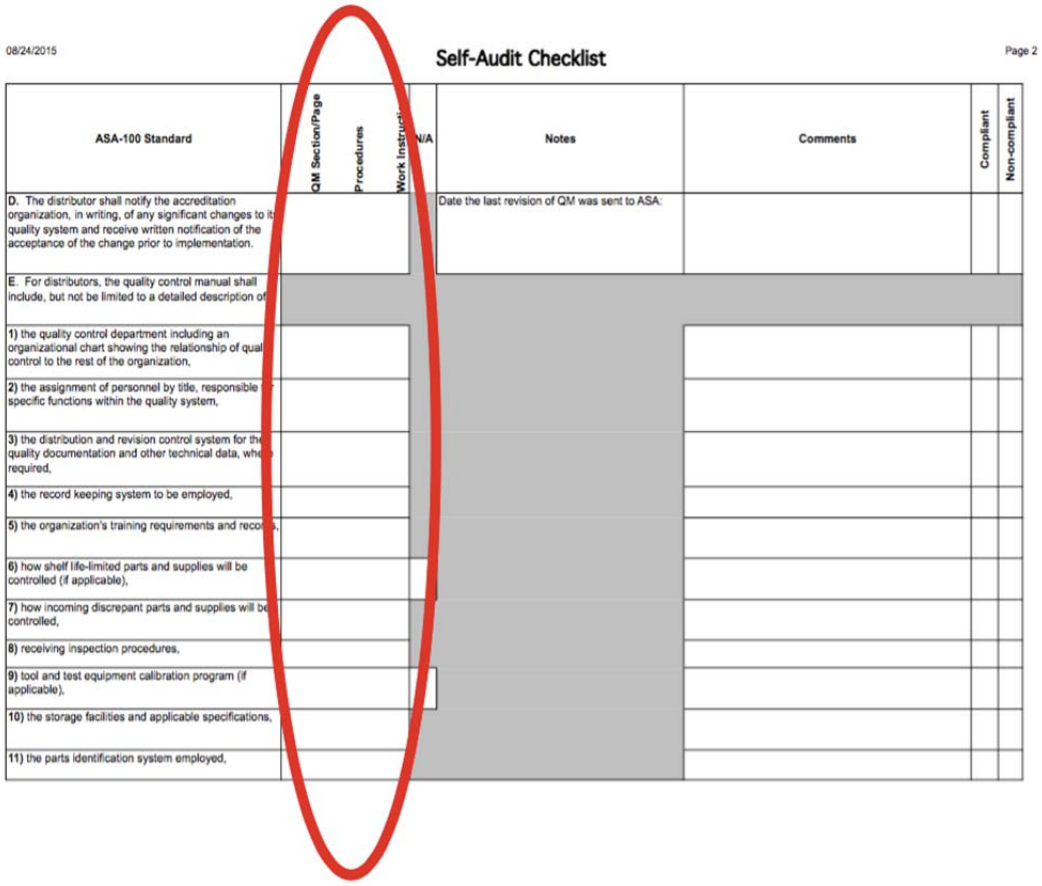
1. The latest revision of the ASA Self-Audit Checklist that can be found by clicking on the following link, http://www.aviationsuppliers.org/ASA-100-Documents. Once the page opens, go to the fifth section titled ASA-100 Self-Audit Checklist and choose the appropriate revision and format.

2. Complete the cover page, noting date of audit and date of the previous audit. The date must be within one year of previous audit unless your quality manual indicates audits are more frequent than annual (I.e. Quarterly, Semi-Annual, etc.). Please note "Number of non-compliances" does not refer to areas that are deemed "Not applicable". This box/field relates to the number of times noncompliant column was checked.

3. The left column titled "ASA-100 Standard" lists requirements of the entire ASA-100 Standard. The current self-audit checklist revision 4.0 includes all previously issued Letters of Interpretations up to LI 100-020 except LI100-009. Letter of Interpretation can be found by clicking on the following link, http://www.aviationsuppliers.org/ASA-publications. Once the page opens, go to the third section titled ASA-100 Letters of Interpretations.



4. The Column titled "QM Section Page, Procedure, and Work Instruction" is where reference to the quality system that addresses the requirement of the standard is recorded. Every section must be completed.

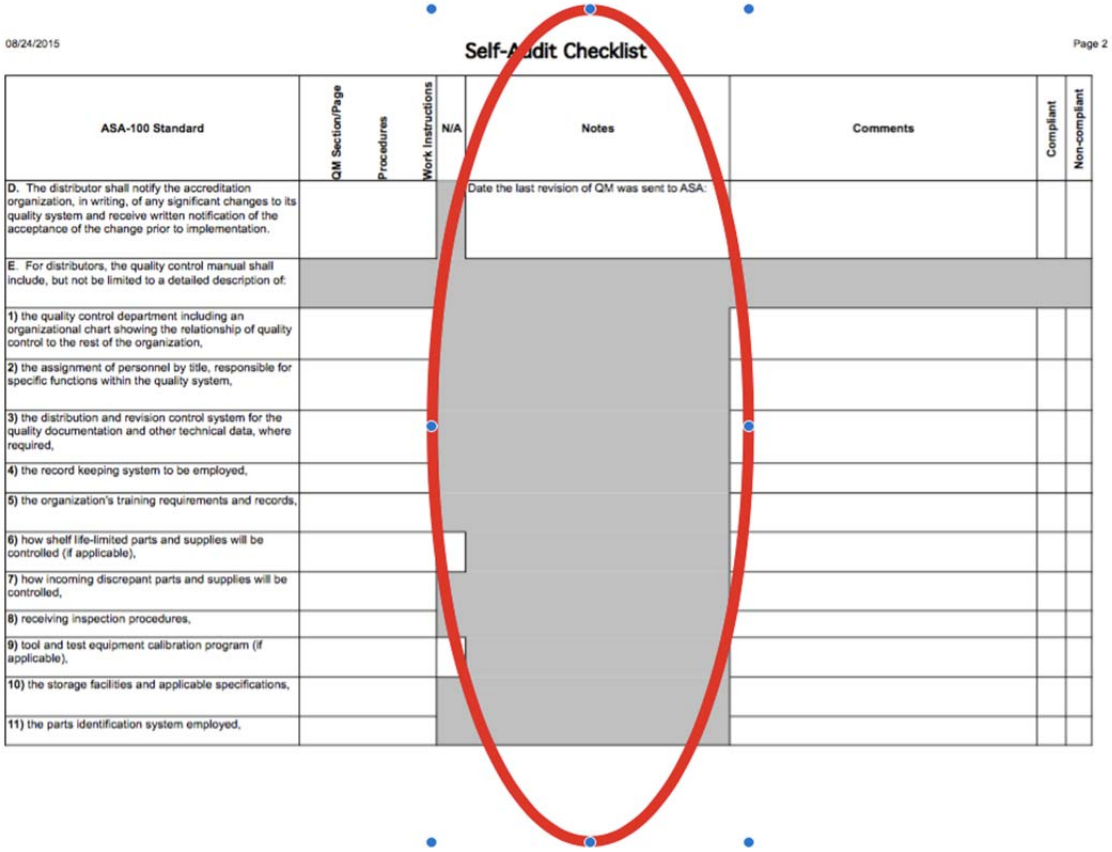


08/24/2015 Self-Audit Checklist Page 2

ASA-100 Standard	QM Section/Page	Procedures	Work Instructi	N/A	Notes	Comments	Compliant	Non-compliant
D. The distributor shall notify the accreditation organization, in writing, of any significant changes to its quality system and receive written notification of the acceptance of the change prior to implementation.					Date the last revision of QM was sent to ASA:			
E. For distributors, the quality control manual shall include, but not be limited to a detailed description of								
1) the quality control department including an organizational chart showing the relationship of quality control to the rest of the organization,								
2) the assignment of personnel by title, responsible for specific functions within the quality system,								
3) the distribution and revision control system for the quality documentation and other technical data, where required,								
4) the record keeping system to be employed,								
5) the organization's training requirements and records,								
6) how shelf life-limited parts and supplies will be controlled (if applicable),								
7) how incoming discrepant parts and supplies will be controlled,								
8) receiving inspection procedures,								
9) tool and test equipment calibration program (if applicable),								
10) the storage facilities and applicable specifications,								
11) the parts identification system employed,								

5. The column for N/A (not applicable) should be noted for each section that is not applicable. However, this may only be if the box is not "greyed out" and noted only for sections that the Quality Manual lists as being excluded from the quality system being audited.

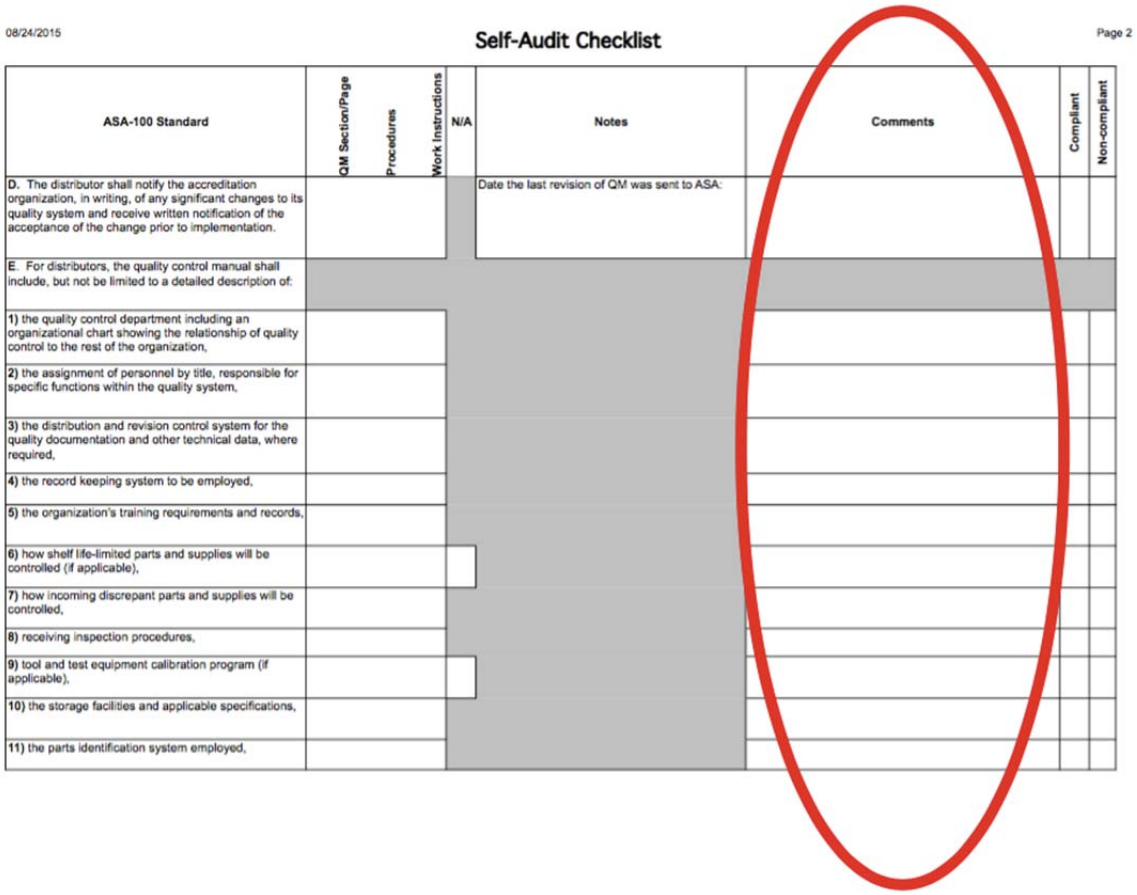
6. The column titled “Notes” is where you will record the objective evidence to show your quality system is being followed. Each question or request for information must be completed.



08/24/2015 Self-Audit Checklist Page 2

ASA-100 Standard	QM Section/Page	Procedures	Work Instructions	N/A	Notes	Comments	Compliant	Non-compliant
D. The distributor shall notify the accreditation organization, in writing, of any significant changes to its quality system and receive written notification of the acceptance of the change prior to implementation.					Date the last revision of QM was sent to ASA:			
E. For distributors, the quality control manual shall include, but not be limited to a detailed description of:								
1) the quality control department including an organizational chart showing the relationship of quality control to the rest of the organization,								
2) the assignment of personnel by title, responsible for specific functions within the quality system,								
3) the distribution and revision control system for the quality documentation and other technical data, where required,								
4) the record keeping system to be employed,								
5) the organization's training requirements and records,								
6) how shelf life-limited parts and supplies will be controlled (if applicable),								
7) how incoming discrepant parts and supplies will be controlled,								
8) receiving inspection procedures,								
9) tool and test equipment calibration program (if applicable),								
10) the storage facilities and applicable specifications,								
11) the parts identification system employed,								

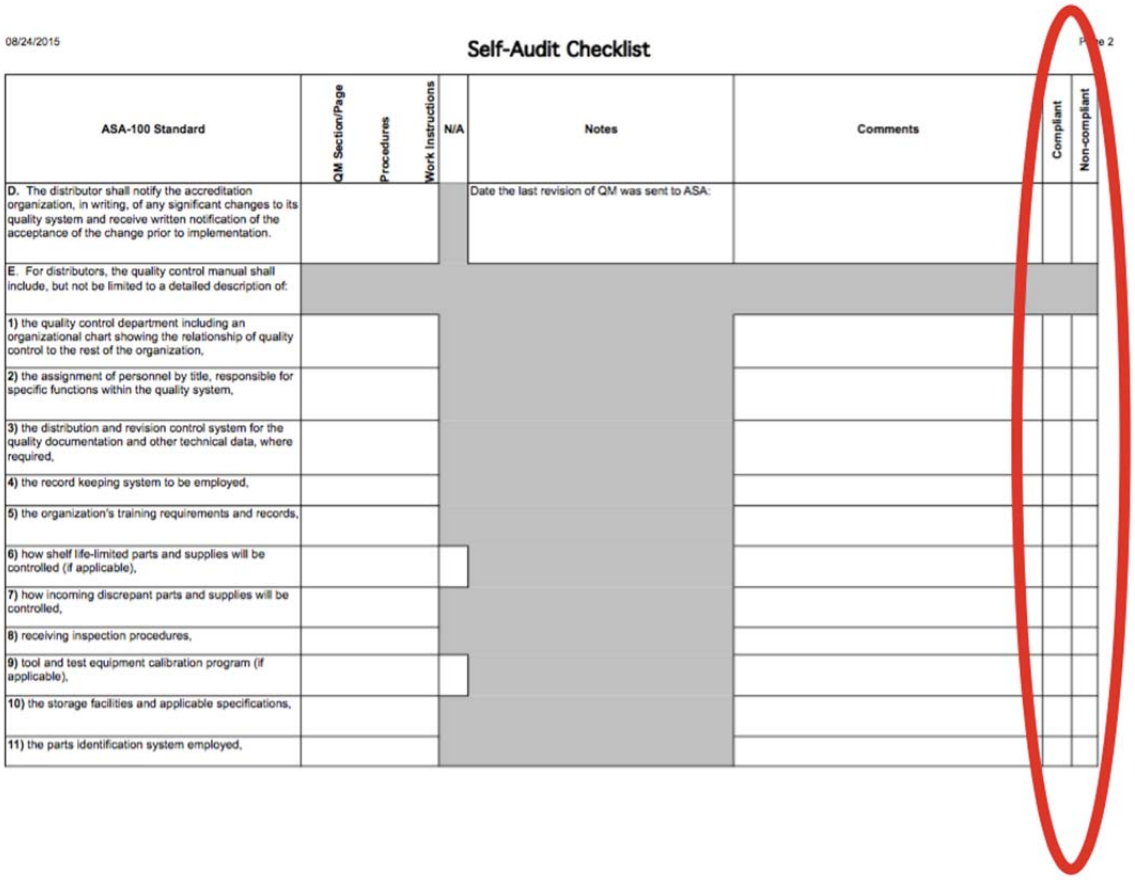
7. The column titled "Comments" is where the auditor records notes relating to the objective evidence reviewed and sampled during the performance of the self-evaluation audit. Each non-conformance noted must include the reference to the Corrective Action Report Form that describes the discrepancies and corrective Action procedures applied in accordance with the Corrective Action Procedure describe in the Quality Manual.



08/24/2015 — Self-Audit Checklist — Page 2

ASA-100 Standard	QM Section/Page	Procedures	Work Instructions	N/A	Notes	Comments	Compliant	Non-compliant
D. The distributor shall notify the accreditation organization, in writing, of any significant changes to its quality system and receive written notification of the acceptance of the change prior to implementation.					Date the last revision of QM was sent to ASA:			
E. For distributors, the quality control manual shall include, but not be limited to a detailed description of:								
1) the quality control department including an organizational chart showing the relationship of quality control to the rest of the organization,								
2) the assignment of personnel by title, responsible for specific functions within the quality system,								
3) the distribution and revision control system for the quality documentation and other technical data, where required,								
4) the record keeping system to be employed,								
5) the organization's training requirements and records,								
6) how shelf life-limited parts and supplies will be controlled (if applicable),								
7) how incoming discrepant parts and supplies will be controlled,								
8) receiving inspection procedures,								
9) tool and test equipment calibration program (if applicable),								
10) the storage facilities and applicable specifications,								
11) the parts identification system employed,								

8. The "Compliant"/"Not Compliant" Column must be checked off in accordance with the self-audit procedure and in support of the information listed in the comments section.



08/24/2015

Self-Audit Checklist

ASA-100 Standard	QM Section/Page	Procedures	Work Instructions	N/A	Notes	Comments	Compliant	Non-compliant
D. The distributor shall notify the accreditation organization, in writing, of any significant changes to its quality system and receive written notification of the acceptance of the change prior to implementation.					Date the last revision of QM was sent to ASA:			
E. For distributors, the quality control manual shall include, but not be limited to a detailed description of:								
1) the quality control department including an organizational chart showing the relationship of quality control to the rest of the organization,								
2) the assignment of personnel by title, responsible for specific functions within the quality system,								
3) the distribution and revision control system for the quality documentation and other technical data, where required,								
4) the record keeping system to be employed,								
5) the organization's training requirements and records,								
6) how shelf life-limited parts and supplies will be controlled (if applicable),								
7) how incoming discrepant parts and supplies will be controlled,								
8) receiving inspection procedures,								
9) tool and test equipment calibration program (if applicable),								
10) the storage facilities and applicable specifications,								
11) the parts identification system employed,								

9. The completed self-audit checklist shall be maintained per the organizations record retention policy or as required by customer contract.

10. Self-audit records may be maintained in hard copy or digital formats, as long as they are readily accessible, legible, retrievable and reviewable.

PLEASE NOTE FAILURE TO COMPLETE THE SELF-AUDIT CHECKLIST WITH ENOUGH EVIDENCE TO SHOW DETERMINATION OF COMPLIANCE OR NON-COMPLIANCE MAY RESULT IN THE ISSUANCE OF A CORRECTIVE ACTION WITH THE CLASSIFICATION OF NON-CONFORMANCE BY THE ASA AUDITOR.