



March 11, 2020

Dear ASA-100 Companies,

We hope everyone is well and clearly join all of you in hoping for a quick ending to the spread of COVID-19.

This email is specific to ASA-100 audits and the precautions ASA is taking due to COVID-19. These precautions may impact you but moreover we need your assistance with implementing the safety measures.

First, ASA is auditing! There have been no cancellations of audits. We appreciate everyone's help in planning the audits on short notice. The present pool of ASA-100 auditors is home-based in the US.

A few weeks ago, ASA shifted its audit schedule and asked companies that are "local" to the auditors to have their audit now. It is our anticipation that the auditors will focus on US audits through end of May. We are doing this because over the next few months ASA has no ReAccreditation Audits outside of the US, only surveillance audits, which allows us to be flexible in the audit dates.

Second, a few things to note:

- It is your decision as to whether to hold the audit. If you have agreed to an audit date, and you want to change the date, ASA will only charge for travel fees incurred prior to the change request. ASA will try its best to minimize any costs related to the change request.
- If the Auditor plans to travel international within 2 weeks of your audit, this will be disclosed. We will disclose the country(s) even if it is not one of the countries being monitored for widespread transmission. If you don't want the auditor, it is your decision to hold the audit so please just let us know and we will reschedule the audit. No fee will be charged to you for rescheduling the audit due to international travel by the auditor within 2 weeks of your audit.
- The day before the audit, ASA will contact your company to confirm that the company is not aware of any personnel with symptoms of COVID-19 or diagnosed with COVID-19. If you know this information prior to the day before, please email Michele Dickstein. ASA will not conduct the audit. We need full known disclosure since Auditors visit several companies. If we need to reschedule the audit there will be no fee. Our concern here is that your personnel feel better and that the others remain healthy and be well.
- If a person that interacted with an Auditor becomes symptomatic for COVID-19 within 2 weeks of the Auditor being at your facility, please let me and the auditor know.
- The ASA-100 program follows FAA AC 00-56 which limits the certificate to 3 years. If your company is due for a ReAccreditation Audit and you are concerned about the audit, please reach out to me as soon as possible.
- **ASA will work with you and ASA will support you.**

Lastly, we hope that by our next email to you the COVID-19 threat has ended, and airplanes are at full capacity.

Please know that open communication is best and don't hesitate to email me, Sam O'Connor or your auditor with any concerns regarding the above.

Best regards,

Michele



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