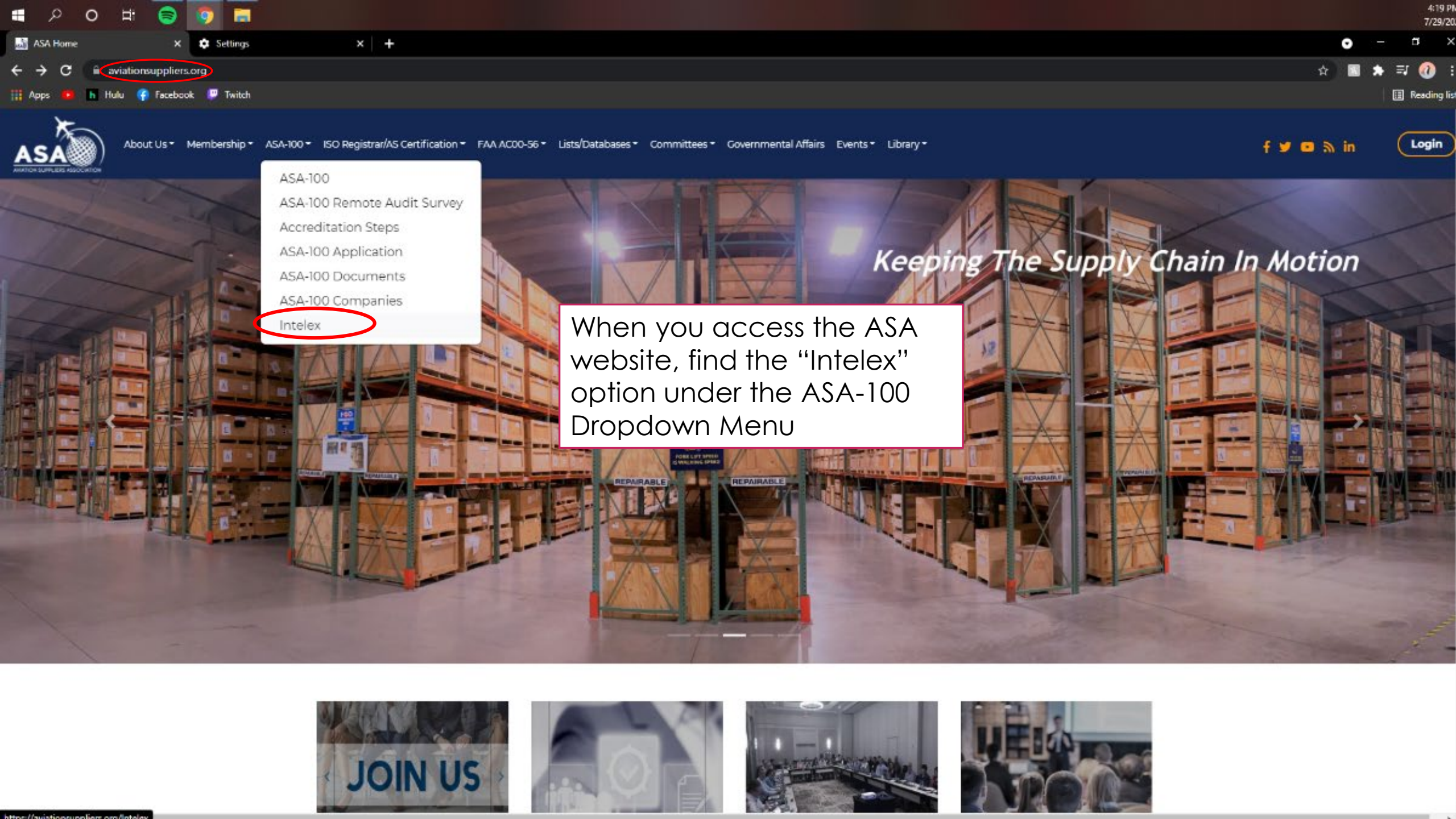


INSTRUCTION MANUAL FOR ACCESSING AUDIT FILES IN INTELEX

Instructions for auditee use of Intelex systems.

Several thin, white, parallel lines of varying lengths and slopes are positioned on the right side of the slide, extending from the top right towards the bottom left.



- ASA-100
- ASA-100 Remote Audit Survey
- Accreditation Steps
- ASA-100 Application
- ASA-100 Documents
- ASA-100 Companies
- InteleX

When you access the ASA website, find the “InteleX” option under the ASA-100 Dropdown Menu

Keeping The Supply Chain In Motion



Return to [ASA-100](#) > Intelx

Intelx

ASA-100 and ASACB audits are performed using an Intelx online system.

You can find the [ASA Intelx Login Page here](#).

Client Training Documents:

[New User Login Instructions](#)

[Pre-Audit Questions & Document Upload](#)

[Nonconformances](#)

NCR Samples:

[ASA-100 NCR Sample - No Self-audit](#)

[ASA-100 NCR Sample - Shelf Life Identification](#)

Once on the Intelx page,
click on the link labeled
“ASA Intelx Login Page
here.”

ASA-100

[ASA-100 Remote Audit Survey](#)
[Accreditation Steps](#)
[ASA-100 Application](#)

COMMITTEES

[Quality Committee](#)
[Peer-2-Peer Executive Committee](#)

EVENTS

[Peer-2-Peer Executive Committee](#)
[Annual Conference](#)
[HAZMAT](#)
[Online Training](#)

FAA AC00-56

[FAA AC 00-56 List](#)

GOVERNMENTAL AFFAIRS

ISO REGISTRAR/AS CERTIFICATION

[Application for ISO 9001, AS9100, AS9110, and AS9120 Services](#)
[Commitment to Impartiality and Confidentiality](#)
[Steps For Certification](#)
[Steps For Certification - Audit Process](#)



Powered by **INTELEX**

User Name

Password

LOG IN

[Forgot your password?](#)

This will direct you to the Intelx website. Here you will login using your user name and password. (ASA has set your initial user name and password as your email.)

ASATA

MY TASKS

MY STAFF'S TASKS

MY LOCATION'S TASKS

MY CALENDAR

MY STAFF'S CALENDAR

MY LOCATION'S CALENDAR

Audits

Brigham Aviation Technologies

Client Profiles

Open Audits (Auditor Vi...

Completed Audits (Audit...

Open Audits (Client View)

More

Home > Open Audits (Client View)

List AllAdvanced SearchActions

Date Created

Client Contact

Due Date

Status

Auditor Checklist

Client: Brigham Aviation Technologies (17)

5/24/2018 12:30 PM	Wyndie M			
11/22/2019 9:39 AM	Testing Testing			
1/2/2020 10:38 AM	Testing Testing	BRAT-004	ASA-100	Tony Brigham [HQ-3]
11/6/2020 12:57 PM	Michele Dickstein	BRAT-007	ASA-100	Joe Heath [ASA-JH01]
1/11/2021 5:49 PM	Michele Testing	BRAT-009	ASA-100	Dave Allison [ASA-DA-56]
6/24/2021 5:17 PM	Mat Meyer	BRAT-015	ASA-100	Mat Meyer [ASA-MM-56]
6/28/2021 2:00 PM	Mat Meyer	BRAT-016	ASA-100	Mat Meyer [ASA-MM-56]
6/30/2021 12:07 PM	Mat Meyer	BRAT-017	AFRA	Mat Meyer [ASA-MM-56]
6/30/2021 12:07 PM	Mat Meyer	BRAT-017	AFRA	Mat Meyer [ASA-MM-56]
2/25/2021 11:41 AM	Mat Meyer	BRAT-123a	AFRA	Kelly Lyon [ASA-9]
2/25/2021 11:56 AM	Mat Meyer	BRAT-123b	AFRA	Valerie Sease [ASA-2566173813/1]
2/25/2021 12:04 PM	Mat Meyer	BRAT-123c	AFRA	Nigel Marsh [ASA-NM06]
7/29/2021 4:07 PM	John Doe	BRAT-200	ASA-100	John Doe [BRAT-JD22]
8/18/2020 2:43 PM	Tony Brigham	BRAT-201	ASA-100	Graham Byett [ASA-GB01]

Once you login, find the tab labeled "MY TASKS" at the top and click the tab.

Custom Inventory

5/23/2018

Audit Performance

11/24/2019

Client Confirmation

1/1/2020

Audit Performance

ASA-100 Auditor Checklist rev 5

11/5/2020

Audit Performance

ASA-100 Auditor Checklist rev 5

1/10/2021

Audit Performance

ASA-100 Auditor Checklist rev 5

6/24/2021

Audit Performance

ASA-100 Auditor Checklist

6/30/2021

Client Confirmation

ASA-100 Auditor Checklist rev 5

7/2/2021

Client Confirmation

AFRA BMP Disassembly Audit Checklist

7/2/2021

Client Confirmation

AFRA BMP Recycling Audit Checklist

2/24/2021

Audit Performance

AFRA BMP Disassembly Audit Checklist

2/24/2021

Audit Performance

AFRA BMP Disassembly Audit Checklist

2/24/2021

Audit Performance

AFRA BMP Disassembly Audit Checklist

7/31/2021

Client Confirmation

ASA-100 Auditor Checklist rev 5

8/23/2020

Audit Performance

ASA-100 Auditor Checklist rev 5

My Tasks : My Tasks Summary : In

Settings

clients.intelx.com/Login3/AviationSuppliers/Application/MyTasksSummary

☆

AppsHuluFacebookTwitch

HELPCOMMUNITY

John Doe

ASA

MY TASKS

MY STAFF'S TASKS

MY LOCATION'S TASKS

MY CALENDAR

MY STAFF'S CALENDAR

MY LOCATION'S CALENDAR

My Tasks

Brigham Aviation Technologies

My TasksMy Email

Home > My Tasks

Custom Inventory

List AllAdvanced SearchCreate New TaskActions

	Location	Description	Type	Stage	Person Responsible	Due Date ^	Overdue/Upcoming
<input type="checkbox"/>							
<input type="checkbox"/>	Brigham Aviation Technologies	BRAT-200	Audits	Client Confirmation	John Doe	Saturday, July 31, 2021 4:26:22 PM	Upcoming

Viewing 1 - 1 of 1 Records

Items Displayed20

Here you will find your audit file. For this example it is labeled "BRAT-200". Click the blue text of your audit file.

https://clients.intelx.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/DefaultView/Insp_EquipInspectionObject/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&wfid=6a163769-a64f-4f11-bf52-1e5a5ff07f07

BRAT-200 : Intalex 6.5.142.0

Settings

clients.intalex.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/Forms/Insp_EquipInspection_Detail/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&twfld=6a163769-a64f-4f11-bf52-1e5a5ff07f07

AppsHuluFacebookTwitch

Submit for Auditor AssignmentEditDeleteCloneSecurityExit

Please complete the questions below regarding the Client Confirmation Letter.

Audit Details

Client Profile

Brigham Aviation Technologies

Project Number

BRAT-200

Audit Type

ASA-100

Audit Classification

AA

Previous Audit (if any)

Frequency

One Time

Application Review Information (Click here to expand/collapse)

Pre Audit Checklist Questions (Click here to expand/collapse)

Question	Answer	Comments
<input type="checkbox"/> Section: (empty)(12)		
<input type="checkbox"/> Is the information in the Application Review section above correct? If changes are needed, please enter into the comment section.		
<input type="checkbox"/> Have you read version 5.0 of the ASA-100 Standard? <small>Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A</small>		
<input type="checkbox"/> Have you read the Letter of Interpretation 100-009?		
<input type="checkbox"/> What is the Scope of your Business? <small>This should be a description of your business and practices. For example: "(Company Name) is focused on sourcing and supply of large commercial airframe and engine material and providing whole aircraft end-of-life consignment solutions in support of Airlines, MROs, Leasing Companies and Financial Institutions"</small>		
<input type="checkbox"/> Including the facility being audited, how many locations does your company have? <small>This includes, but is not limited to, sales offices and locations holding inventory of aircraft parts.</small>		
<input type="checkbox"/> What are the number of employees per location?		
<input type="checkbox"/> Are all locations listed on your ASA-100 certificate? If a new company, please answer, Will all locations be listed on your new certificate?		

Once in your audit file, expand the tab labeled "Application Review Information."

BRAT-200 : InteleX 6.5.142.0

Settings

clients.inteleX.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/Forms/Insp_EquipInspection_Detail/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&wflid=6a163769-a64f-4f11-bf52-1e5a5ff07f07

AppsHuluFacebookTwitch

Submit for Auditor AssignmentEditDeleteCloneSecurityExit

Application Review Information (Click here to expand/collapse)

Office Phone

Cell Phone571-329-4536

CAGE Code2/22

Client ContactJohn Doe

Email Address

Address123 My Street

Address 2

CityWashington

State/ProvinceDC

CountryUNITED STATES

Zip/Postal Code20007

Website2/22

Lead AuditorMat Meyer

Administrative AssistantMat Meyer

Person Listed for Application ReviewMat Meyer

Certificate DecisionMat Meyer

Technical ReviewMat Meyer

Audit Start DateThursday, October 28, 2021

Audit End DateWednesday, October 27, 2021 11:00:00 PM

Description of company2/22

Here you will find the current record of your company's information. Please confirm that this information is correct.

Below the Application Review Information you will find the "Pre Audit Checklist." This is where you verify and correct your company's information.

Click on the YELLOW field to select your answer.

Choice

☒ No

☐ Yes

Click on the WHITE field to add details or comments to your answers.

Answer's Comments

Address is "234 My Street" not 123 My Street

☒ ☐

Pre Audit Checklist Questions (Click here to expand/collapse)

Question	Answer	Comments
<input type="checkbox"/> Section: (empty) (12)		
<input type="checkbox"/> Is the information in the Application Review section above correct? If changes are needed, please enter into the comment section.		
<input type="checkbox"/> Have you read version 5.0 of the ASA-100 Standard? Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A		
<input type="checkbox"/> Have you read the Letter of Interpretation 100-009?		
<input type="checkbox"/> What is the Scope of your Business? This should be a description of your business and practices. For example: "(Company Name) is focused on sourcing and supply of large commercial airframe and engine material and providing whole aircraft end-of-life services to airlines, leasing companies and financial institutions"		
<input type="checkbox"/> Including the facility being audited, how many locations does your company have? This includes, but is not limited to, sales offices and locations holding inventory of aircraft parts.		
<input type="checkbox"/> What are the number of employees per location?		
<input type="checkbox"/> Are all locations listed on your ASA-100 certificate? If a new company, please answer, Will all locations be audited?		
<input type="checkbox"/> How many of the facilities listed above are strictly sales offices without any inventory of aircraft parts?		
<input type="checkbox"/> Does your company have any additional off-site facilities for company material other than inventory?		
<input type="checkbox"/> Has your company moved within the last 12 months?		
<input type="checkbox"/> Is your company planning to move in the next 24 months?		
<input type="checkbox"/> Have you sent ASA the latest copy of your Quality Manual? Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)		

This is an example of what a completed Pre Audit Checklist may look like.

Pre Audit Checklist Questions (Click here to expand/collapse)

Question		Comments
<input type="checkbox"/>		
Section: (empty) (12)		
<input type="checkbox"/> Is the information in the Application Review section above correct? If changes are needed, please enter into the comment section.	No	Address is "234 My Street" not 123 My Street
<input type="checkbox"/> Have you read version 5.0 of the ASA-100 Standard? <small>Please answer all questions. If a question does not apply to your company, please enter Not Applicable or N/A</small>	Yes	
<input type="checkbox"/> Have you read the Letter of Interpretation 100-009?	Yes	
<input type="checkbox"/> What is the Scope of your Business? <small>This should be a description of your business and practices. For example: "(Company Name) is focused on sourcing and supply of large commercial airframe and engine material and providing whole aircraft end-of-life consignment solutions in support of Airlines, MROs, Leasing Companies and Financial Institutions"</small>	Distribution of Rotables and Refurbished aircraft parts.	
<input type="checkbox"/> Including the facility being audited, how many locations does your company have? <small>This includes, but is not limited to, sales offices and locations holding inventory of aircraft parts.</small>	2 1 Sales office in New York 1 Warehouse in Washington DC	
<input type="checkbox"/> What are the number of employees per location?	8 - NY 24 - DC	
<input type="checkbox"/> Are all locations listed on your ASA-100 certificate? If a new company, please answer, Will all locations be listed on your new certificate?	No just the Warehouse	
<input type="checkbox"/> How many of the facilities listed above are strictly sales offices without any inventory of aircraft parts? *NOTE - In order to be considered a sales office with no holdings of inventory of aircraft parts, that facility cannot receive any aircraft parts, even if the parts are immediately shipped and not stored.	1	
<input type="checkbox"/> Does your company have any additional off-site facilities for company material other than inventory of aircraft parts? *NOTE - Only answer yes for sites not listed above.	No	
<input type="checkbox"/> Has your company moved within the last 12 months?	No	
<input type="checkbox"/> Is your company planning to move in the next 24 months?	Yes	Possibly moving in 13 months to a new location at the same office complex.
<input type="checkbox"/> Have you sent ASA the latest copy of your Quality Manual? <small>Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)</small>	Yes	

Viewing 1 - 12 of 12 Records

Items Displayed 20

BRAT-200 : Intellex 6.5.142.0

Settings

clients.intellex.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/Forms/Insp_EquipInspection_Detail/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&wflid=6a163769-a64f-4f11-bf52-1e5a5ff07f07

AppsHuluFacebookTwitch

Submit for Auditor Assignment

Edit

Delete

Clone

Security

Exit

☐

Has your company moved within the last 12 months?

No

☐

Is your company planning to move in the next 24 months?

Yes

☐

Have you sent ASA the latest copy of your Quality Manual?
Please attach a copy of your latest Quality Manual in the Client Documents section below. Title should read as [Company Name] Manual; Rev # (You will not be able to move past this step until manual is uploaded)

Yes

Possibly moving in 13 months to a new location at the same office complex.

Viewing 1 - 12 of 12 Records

Items Displayed 20

Client Documents

Attach Document

Detach Document

List All

☐

Attachment Name

No records to display.

Items Displayed 10

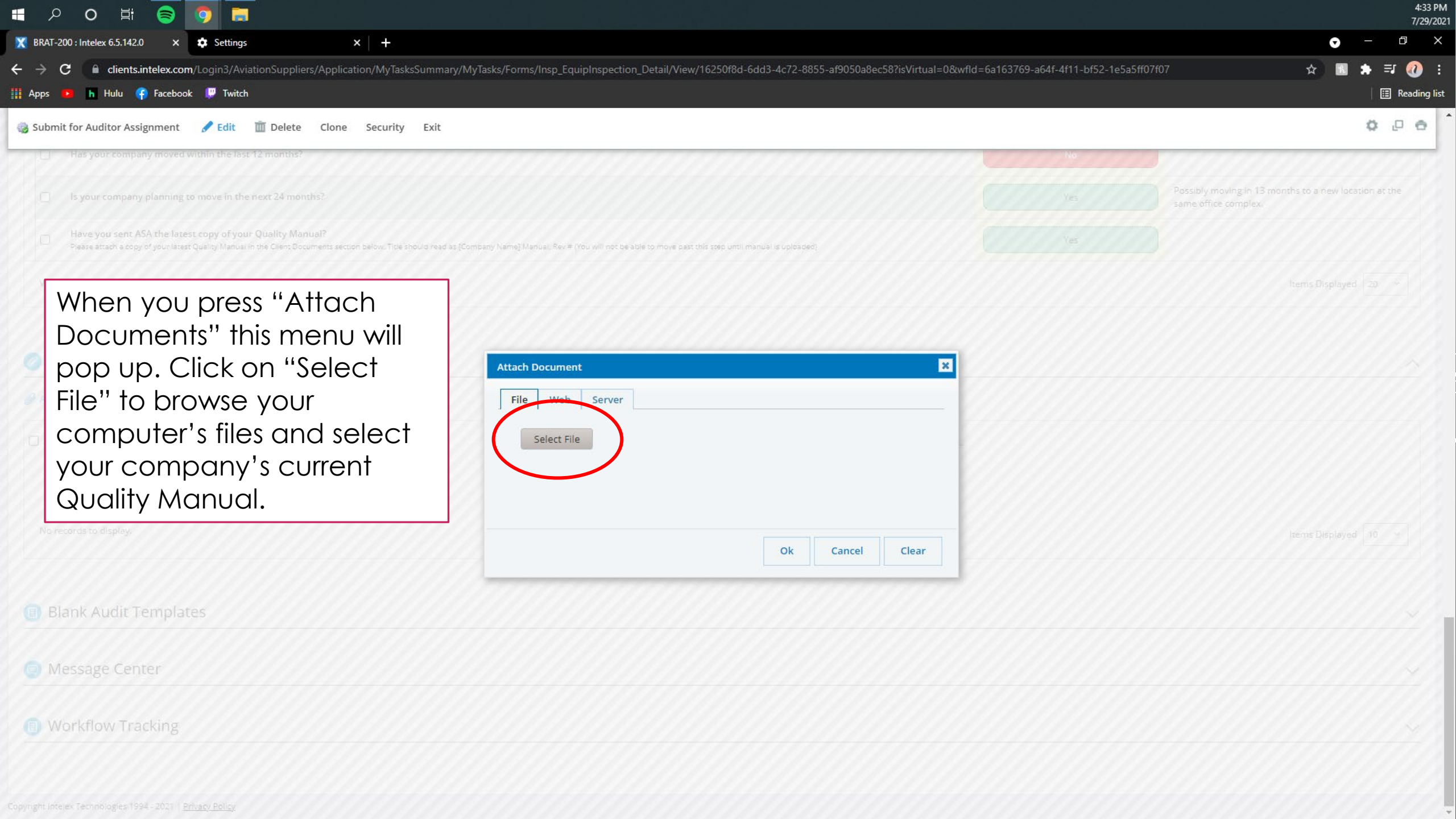
Blank Audit Templates

Message Center

Workflow Tracking

Once you complete your Pre Audit Checklist, scroll down and find the Client Documents tab. Here you will click on "Attach Document" and upload a copy of your Quality Manual.

javascript:void(0); technologies 1994 - 2021 | Privacy Policy



When you press “Attach Documents” this menu will pop up. Click on “Select File” to browse your computer's files and select your company's current Quality Manual.

Attach Document

File

Web

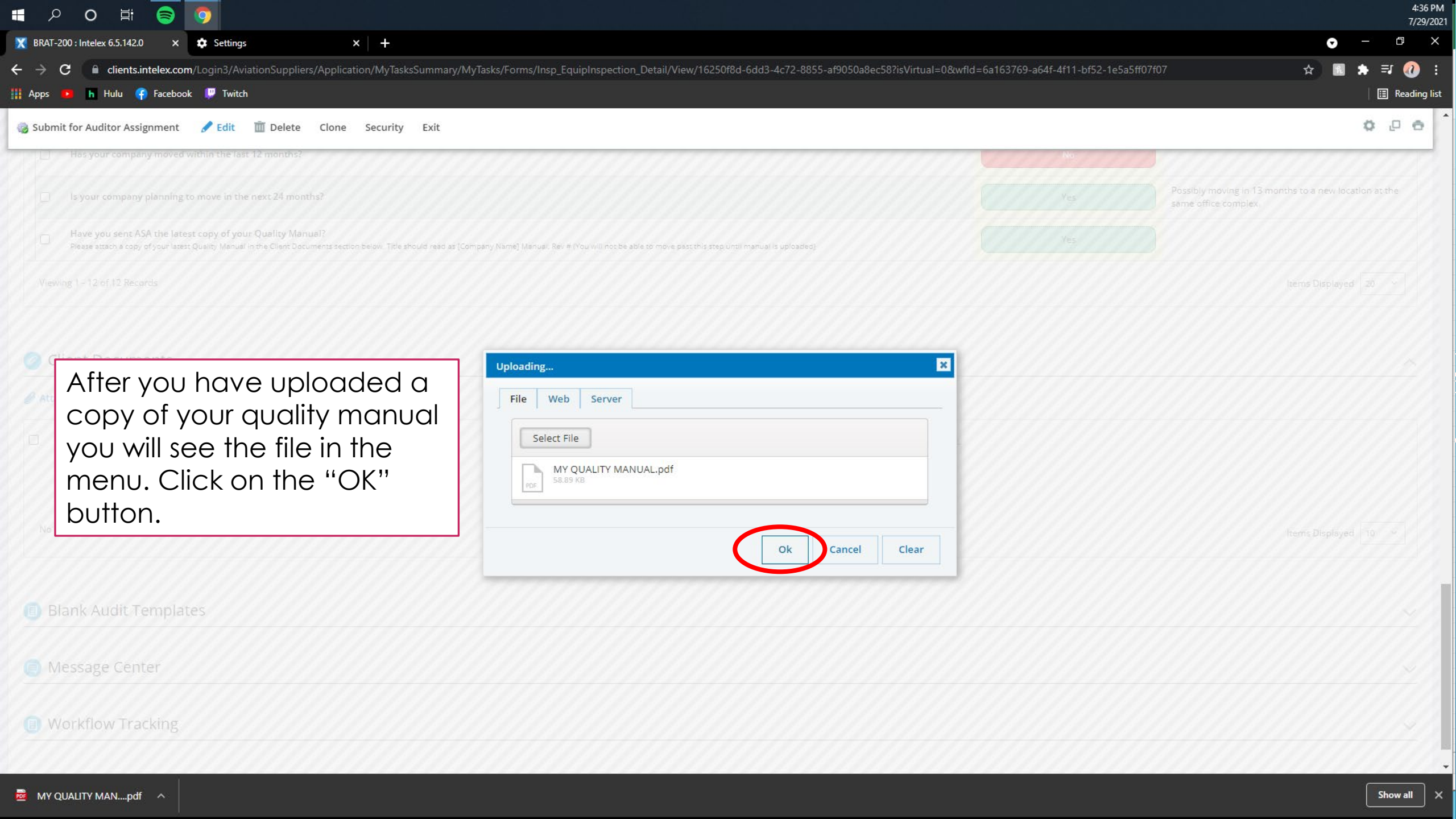
Server

Select File

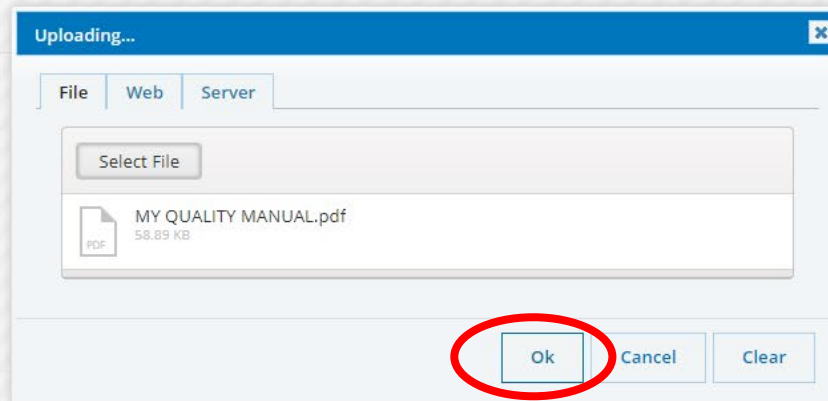
Ok

Cancel

Clear



After you have uploaded a copy of your quality manual you will see the file in the menu. Click on the "OK" button.



BRAT-200 : Intelix 6.5.142.0

Settings

clients.intelix.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/Forms/Insp_EquipInspection_Detail/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&wflid=6a163769-a64f-4f11-bf52-1e5a5ff07f07

AppsHuluFacebookTwitch

HELPCOMMUNITY

John Doe

ASA

MY TASKS

MY STAFF'S TASKS

MY LOCATION'S TASKS

MY CALENDAR

MY STAFF'S CALENDAR

MY LOCATION'S CALENDAR

BRAT-200

Brigham Aviation Technologies

My Tasks

My Email

Home > My Tasks > BRAT-200

Submit for Auditor Assignment

Edit

Delete

Clone

Security

Exit

BRAT-200

Workflow Stage: Client Confirmation

Workflow Status: Client Confirmation

Person Responsible: John Doe

Due Date: Saturday, July 31, 2021

Client Confirmation Instructions

Please complete the questions below regarding the Client Confirmation Letter.

Audit Details

Client Profile

Brigham Aviation Technologies

Project Number

BRAT-200

Audit Type

ASA-100

Audit Classification

AA

Previous Audit (if any)

Frequency

One Time

Application Review Information (Click here to expand/collapse)

Office Phone

Cell Phone: 571-220-4526

Once these tasks have been completed, you may now find and click the button labeled "Submit for Auditor Assignment" at the top of the page.

https://clients.intelix.com/Login3/AviationSuppliers/IntelixForms/WorkflowService/ExecuteAction/fdd08c13-b402-4f5b-8e63-8e68a7b6ebb0?recordId=16250f8d-6dd3-4c72-8855-af9050a8ec58&objectName=Insp_EquipInspectionObject

MY QUALITY MAN....pdf

Show all

BRAT-200 : Intelix 6.5.142.0

Settings

clients.intelix.com/Login3/AviationSuppliers/Application/MyTasksSummary/MyTasks/Forms/Insp_EquipInspection_Detail/View/16250f8d-6dd3-4c72-8855-af9050a8ec58?isVirtual=0&wflid=6a163769-a64f-4f11-bf52-1e5a5ff07f07

AppsHuluFacebookTwitch

HELPCOMMUNITYJohn Doe

ASA

MY TASKSMY STAFF'S TASKSMY LOCATION'S TASKSMY CALENDARMY STAFF'S CALENDARMY LOCATION'S CALENDAR

BRAT-200Brigham Aviation Technologies

My TasksMy Email

Home > My Tasks > BRAT-200

Submit for Auditor Assignment

Edit

Delete

Clone

Security

Exit

BRAT-200Workflow Stage: Client ConfirmationWorkflow Status: Client ConfirmationPerson Responsible: John DoeDue Date: Saturday, July 31, 2021

Client Confirmation Instructions

Please complete the questions below regarding the Client Confirmation Letter.

Audit Details

Client ProfileBrigham Aviation Technologies

Project NumberBRAT-200

Audit TypeASA-100

Audit ClassificationAA

Previous Audit (if any)

FrequencyOne Time

Application Review Information (Click here to expand/collapse)

Office Phone

Cell Phone: 571-220-4526

If you have received an e-mail from ASA stating that your audit has been “pushed to the auditor,” then you will not see this option. That is OK, your information will automatically save and you may log out.

https://clients.intelix.com/Login3/AviationSuppliers/IntelixForms/WorkflowService/ExecuteAction/fdd08c13-b402-4f5b-8e63-8e68a7b6ebb0?recordId=16250f8d-6dd3-4c72-8855-af9050a8ec58&objectName=Insp_EquipInspectionObject

MY QUALITY MAN....pdfShow all

YOU'RE DONE! HAVE A
GREAT AUDIT 😊

