

STUDENT NAME: _____

INSTRUCTOR NAME: _____

DATE: _____

NUMBER of HOURS: _____

DESCRIPTION: ASA-100 Training _____

The following test may be used in-house as a form of training. It can be taken as an open or closed book test.

1. Who must accept a significant change to your quality manual?

2. Name 3 elements that the quality manual must include:

(i) _____

(ii) _____

(iii) _____

3. What is the requirement for frequency of self-audit? What is your company's requirement?

ASA-100 Requirement: _____

Your company's Requirement: _____

4. How is a nonconformity addressed when identified during a self-audit?

5. What kind of parts segregation is required in your storage area?

6. What type of training must be documented?

7. What personnel roster must be maintained and what information must be contained on that roster?

Type of Roster: _____

Information on Roster _____

8. The distributor shall have a training program that addresses unapproved parts; and counterfeit parts and materials. Personnel involved in _____ shall be trained in these topics.

9. The distributor shall maintain a procurement system such that materials and components purchased (1) _____, and, (2) _____.

10. For whom must a quality history be maintained?
11. Name 3 of the 5 elements covered during visual inspection at receiving:
- (i) _____
 - (ii) _____
 - (iii) _____
12. What is the formal definition of a Letter of Interpretation (LI)?
13. How long must an inspection stamp be retired after an inspector leaves his/her position?
14. What does an effective calibration program consist of?
15. What kind of parts fall under Batch/Lot control segregation and what is the purpose of such segregation?
16. What is the procedure followed when suspect or nonconforming material is identified during receiving inspection or later?
17. What is required when serialized parts are scrapped?
18. What is the requirement for expired shelf life parts and materials?
19. What type of documentation does ASA 100 Appendix A require for shipment of used parts that have been maintained under 14 CFR part 43?
20. A documented system in the manual shall ensure that parts sold are traceable according to _____
_____.
21. The shipping requirements include packaging specifications. What industry specification is acceptable?
22. Identify which specific shipping inspection element ensures that maintenance release documents are properly completed.
23. Parts trace documentation must be retained for how long?
24. What other documentation must be retained for the same period of time as answered in # 23?
25. How should technical data be maintained at a current revision level if your business is actively using it?
26. In addition to procuring a part, the ASA 100 Appendix A provides guidance when receiving and _____ a part.
27. What requirements must the procedures addressing corrective actions accomplish?

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(28-31 added for Rev 5)

28. What is a drop shipment?

29. If a distributor decides to drop ship a part, how does it comply with ASA-100?

30. In addition to transport of hazmat material a distributor shall addresses _____ and _____ of hazmat material.

31. The distributor shall maintain a list of its approved suppliers; quality history for each approved supplier and _____ for approval.