

## ANSWER KEY – ASA-100 TEST

1. Section 1D: 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.
2. Section 1E: 3 of 11 possible answers (please review Section 1E)
  - (i) the organization's training requirements and records,
  - (ii) receiving inspection procedures,
  - (iii) the parts identification system employed
3. Section 2A: [For compliance with ASA-100] Self-audit/evaluations shall be conducted, at minimum, on an annual basis.
4. Section 2A: The distributor shall follow its Corrective Action Process to address the nonconformity.
5. Section 3D: The distributor shall have a system in place to segregate and identify serviceable from unserviceable parts in a manner that will control the issuance of those parts.

Section 8B: Batch segregation shall be maintained for parts so identified by the manufacturer, such as aircraft fasteners.

Section 8H: Rejected materials shall be identified as such and segregated from usable stock.

Section 8H1: Aircraft parts, and parts that could be reasonably assumed to be sold for aircraft use, shall be segregated from non-aircraft parts.

6. Section 4C: All training, both formal (classroom) and on-the-job training (OJT), shall be documented and the records shall be maintained for all employees who underwent training.
7. Section 4D: The distributor shall maintain a roster of the personnel and their alternates authorized to perform inspection functions and identify the inspection function(s) that each person authorized to perform.
8. Section 4E: The distributor shall have a training program that addresses unapproved parts; and counterfeit parts and materials. Personnel involved in procurement, receiving inspection, shipping inspection and material control shall be trained in these topics.
9. Section 5A: The distributor shall maintain a procurement system such that materials and components purchased (1) are traceable to a prior source, and, (2) bear acceptable documentation that conforms to at least one of the receipt requirements listed in Appendix A.
10. Section 5C: The distributor shall maintain a list of their approved suppliers and a quality history for each source.

11. Section 6A: 3 of 5 possible answers (please review Section 6A)
  - (i) check for any obvious physical damage,
  - (ii) verification that all appropriate plugs and caps are installed, if applicable,
  - (iii) verification that part numbers, model numbers, serial numbers, lot and/or batch numbers, etc., of the items, match the accompanying documentation.
12. ASA website under ASA-100 Documents: LIs are used to provide guidance regarding ASA-100 and/or FAA AC 00-56A. LIs are required if applicable to your business. Each LI addresses requirements and future expectation.
13. Section 6D: Inspection stamp identification imprints shall not be reused for two years after an inspector to whom the imprint was assigned leaves the position.
14. Section 7B: The distributor shall have procedures to prevent tools/equipment which are past due calibration from being used. Each unit in the calibration program shall be traceable to the standard against which it was calibrated. Current documentation of calibration status shall be maintained.
15. Section 8B: Batch segregation shall be maintained for parts so identified by the manufacturer, such as aircraft fasteners. The system shall include procedures for splitting of lots and the documentation of such splitting. Purchases, less sales, should equal inventory, which shall balance on batch/lot numbered inventories.
16. Section 8H: The distributor shall remove suspect or nonconforming material that is identified during receiving inspection (or later), and place the removed material in a separate area until such suspicion or nonconformance can be properly resolved through the Corrective Action Process.
17. Section 8I1: Records and documents shall be maintained on all serialized scrapped parts. The procedure shall identify by title or position the individual responsible for verifying that parts were adequately mutilated before discard.  
  
Section 8I2: The distributor shall maintain a record of all life-limited parts scrapped out. The record shall contain a description of the part, its part number and serial number, if applicable, and the date the part was scrapped. The dealer shall retain this record for at least seven years.  
  
Section 8I3: The distributor shall impose these same requirements on their subcontractors and/or repair facilities with whom they do business.
18. Section 9A: The distributor shall have a system to adequately identify and control shelf life-limited parts and materials. The program shall specify a system that will assure that no expired material or part will be represented as having remaining shelf life. This program includes component subassemblies containing shelf life-limited parts.
19. Appendix A, Documentation Matrix: Approval for return to service attached to part, product, or appliance.

20. Section 10C: The distributor shall have a system documented in its quality manual which demonstrates that released material and components are traceable according to the Procurement Requirements of this Standard.
21. Section 11A: The distributor quality system shall require components and parts to be shipped in an ATA-300 Specification container or equivalent as appropriate for the unit being shipped, or as specified by the customer. The item should be packed in the container in a manner that will preclude damage from rough handling of the container.
22. Section 11B7: verification that all appropriate required documentation (maintenance release, material certification, traceability documents, etc.) is at hand, properly completed, and signed.
23. Section 12A: The distributor shall maintain documentation of traceability for at least 7 years from the date of sale to the customer. Documents shall demonstrate serial number, or lot & batch traceability, when applicable. The distributor shall maintain a filing system such that the data is readily available and identifiable for each customer, each purchase.
24. Section 8I2: The distributor shall maintain a record of all life-limited parts scrapped out. Records shall contain a description of the part, its part number and serial number, if applicable, and the date the part was scrapped. The dealer shall retain this record for at least seven years.

Section 12C: Records confirming fastener integrity, including physical and chemical test reports, shall be maintained for a minimum of seven years.

25. Section 13A: Technical data, when required, shall be maintained in a manner that ensures such data is up-to-date and accessible as appropriate. Hand entries or corrections to technical data are not acceptable.
26. Appendix A: shipping
27. Section 14B:
  - (i) The distributor shall identify the root cause of the discrepancy;
  - (ii) Describe how the distributor corrects the immediate discrepancy when correction is identified as necessary;
  - (iii) The process shall include procedures designed to ensure corrective action is appropriate and prompt;
  - (iv) The distributor shall select a containment method that is appropriate to the discrepancy;
  - (v) The distributor shall locate and correct similar discrepancies, if they exist, in other areas; and
  - (vi) Describe how the distributor implements follow-up action(s) to prevent recurrence of the discrepancy.
28. ASA-100 Revision 5.0 added a definition for Drop Shipment. The definition is: A Drop Shipment occurs when a distributor causes an article to be shipped from the distributor's supplier to the distributor's customer.

29. Drop Shipment does not relieve the Distributor of requirements of ASA-100. All aspects of purchasing requirements must be met. The distributor shall review and approve the documentation relating to the drop shipped part.

30. Hazmat section was added to comply with AC 00-56 specific requirement. Distributor must control and ship. What will auditors be looking for to demonstrate control – training in identification of hazmat material and warehousing/storage of hazmat material.

31. Distributor must define the criteria for how they approve a supplier.