



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Advisory Circular

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Subject: **VOLUNTARY INDUSTRY  
DISTRIBUTOR ACCREDITATION  
PROGRAM**

Date: **9/5/96**  
Initiated by: **AFS-350**

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Change:

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1. **PURPOSE.** This advisory circular (AC) describes a system for the voluntary accreditation of civil aircraft parts distributors on the basis of voluntary industry oversight and provides information that may be used for developing accreditation programs. The Federal Aviation Administration (FAA) believes such programs will assist in alleviating lack of documentation and will improve traceability.

2. **DEFINITIONS.** For the purpose of this AC, the following definitions apply:

a. **Distributors.** Brokers, dealers, resellers, or other persons and agencies engaged in the sale of parts for installation in type-certificated aircraft, aircraft engines, propellers and in appliances.

b. **Distributor Accreditation.** The recognition of the distributor's quality system, by an industry group as designated by one of the organizations in paragraph 7.

c. **Quality System.** The distributor's total network of administrative and detailed procedures, which is implemented to ensure that the parts sold by the distributor satisfy the customer's requirement and the documentation accurately reflects the criteria identified in the purchase order.

d. **Quality System Standards.** Criteria developed by various organizations that will provide means to ensure that parts reflect the appropriate standards. The elements of a quality system standard that are considered to provide an acceptable level of control are delineated in paragraph 5.

e. **Self-Evaluation.** A continuous program that the distributor applies to evaluate its own compliance with its quality system.

f. **Traceability.** The ability via documentation or electronic means to track parts, processes, and materials, by such means as lot number, or serial number to the original manufacturer or other source.

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**g. Quality System Standards Organizations.** Organizations that have developed quality system standards to be utilized by other organizations.

**3. RELATED READING MATERIAL.** The information contained in this AC complements the documents listed below.

**a.** Current editions of the publications listed below may be obtained free of charge from the following address: U.S. Department of Transportation, Subsequent Distribution Center, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785:

(1) AC 20-62, Eligibility, Quality and Identification of Approved Aeronautical Replacement Parts. This AC contains guidance and information regarding eligibility and traceability of aeronautical parts and materials to be installed on type-certificated products.

(2) AC 21-20, Supplier Surveillance Procedures. This AC contains guidance and information on how to establish surveillance procedures over suppliers.

(3) AC 21-29, Detecting and Reporting Suspected Unapproved Parts. This AC contains guidance and information regarding the detection and reporting of suspected unapproved parts.

(4) AC 21-38, Disposition of Unsalvageable Aircraft Parts and Materials. This AC contains guidelines for the proper disposal of unsalvageable parts and/or materials so they are not returned to service.

(5) AC 21.303-2, Announcement of Availability: Parts Manufacturer Approvals. This AC provides information concerning how to obtain a listing of parts manufacturing approvals.

(6) AC 43-9, Maintenance Records. This AC provides information regarding maintenance record requirements under 14 CFR parts 43 & 91, sections 43.9, 43.11, and 91.173 and the related responsibilities of owners, operators, and persons performing maintenance, preventive maintenance and alterations.

(7) FAA Order 8110.42, Parts Manufacturer Approval Procedures. This order contains guidance and information on how to obtain parts manufacturer approval.

(8) FAA Order 8130.21, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag.

**b.** Current editions of the AC's listed below may be purchased from the following address: New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, TEL: (202) 512-1800 (Order Desk):

(1) AC 20-36, Index of Articles (Materials, Parts, Processes and Appliances) Certified Under the Technical Standard Order System. This AC lists the materials, parts, and appliances for which the Administrator has received statements of conformance under the Technical Standard Order (TSO) system. Such products are deemed to have met the requirements of FAA approval as delineated in Title 14 of the Code of Federal Regulations (14 CFR) part 21, Subparts N and O.

(2) AC 21-2, Export Airworthiness Approval Procedures. This AC contains the special airworthiness requirements that have been provided to the FAA by the foreign Civil Airworthiness Authorities.

c. The current edition of the AC listed below can be purchased from: U.S. Department of Transportation, FAA, Flight Standards Service, AFS-632, P.O. Box 25082, Oklahoma City, Oklahoma 73125-5029 (make check or money order payable to Treasurer of the United States):

(1) AC 43-16, General Aviation Airworthiness Alerts. This AC is issued monthly and prepared from information submitted by persons who operate and maintain civil aeronautical products. These alerts provide a uniform method by which service experience may be interchanged, thereby improving the service reliability of aeronautical products.

#### **4. BACKGROUND.**

a. During a meeting on February 11, 1993, the FAA Associate Administrator for Regulation and Certification strongly endorsed the Aerospace Industry Registration of Distributors (AIR-DU) Task Force to pursue voluntary industry oversight of distributors of civil aircraft parts rather than mandatory federal regulation. The Task Force is comprised of representatives from the following organizations: FAA Aircraft Maintenance, and Production and Airworthiness Certification Divisions; Aerospace Industries (Chair), Aeronautical Repair Station, Air Transport, Aircraft Electronics, Airline Pilots, Airline Suppliers, Aviation Distributors and Manufacturers, Experimental Aircraft, General Aviation Manufacturers, National Air Transportation and National Business Aircraft Associations; and the International Association of Machinists and Aerospace Workers Union. This AC is the culmination of their efforts.

b. In July 1995, the FAA published the availability of this AC in the Federal Register, and requested comments. Comments were received and those that improved the clarity or the technical content of this AC were incorporated.

c. Third party accreditation programs involve having an independent entity, other than the distributor and the purchaser, provide a quality system standard that describes acceptable quality system elements which are subsequently audited for adherence to that standard. The quality system implemented by the distributor should ensure that utilization of the procedures and documentation mandated by the quality system, the distribution, can provide assurance that the parts the customer receives are eligible for installation on civil aircraft. Similar programs have been in use for several years and have been found to be an effective tool in monitoring the quality systems at suppliers and distributors. Programs such as International Organization for Standardization (ISO) 9000 and National Aerospace and Defense Contractors Accreditation Program (NADCAP) are examples of accreditation programs that are currently being monitored by the FAA and have been found to be effective.

d. There are approximately 2,500 distributors who offer materials and parts to civil aviation purchasers. Distributors are an important source of supply for air agencies, commercial operators, and private aircraft owners/operators. Distributors are not directly regulated by the FAA. However, a third party accreditation program such as described in this AC would provide an assurance that the distributor has implemented an appropriate quality system and has demonstrated the ability to maintain that system. Parts procured from such "accredited distributors" will convey an assurance to the purchaser that the part(s) is/are the quality stated and that the appropriate documentation is on file at the distributor's place of business.

e. In an effort to provide owners and operators of aircraft a readily available source of materials and parts for which acceptability can be determined, the AIR-DU Task Force has developed this voluntary program to accredit distributors of civil aircraft parts, without adding an undue economic burden or using limited FAA resources.

f. In evaluating an incident of non-compliance with the regulations, it is the FAA's practice to consider the respondent's use of sound safety practices. The FAA considers that obtaining parts through accredited distributors is a sound safety practice and would be given full consideration should a violation occur. The purchasing organization who uses accredited distributors and receives noncompliant parts, and who voluntarily reports such an occurrence to the FAA, will have such information considered as mitigating circumstances per current FAA enforcement policy. When the FAA inspects air carriers and repair stations, such sound safety practices will allow the FAA to concentrate its surveillance resources on parts purchased from sources that may not be as reliable. As with any FAA evaluation, all mitigating circumstances are taken into consideration.

## **5. QUALITY SYSTEM ELEMENTS AND RESPONSIBILITIES.**

a. There are a variety of quality systems that can be used to ensure that documentation shipped by the distributor accurately reflects the information necessary to determine whether the parts are

acceptable for installation on civil aircraft. The following elements constitute the minimum quality system criteria in a distributor's quality system.

- (1) Receiving inspection procedures which ensure that procured material, components, and documentation is traceable to an approved source.
- (2) Training of personnel to ensure the quality system is carried out.
- (3) Measuring equipment control which provides for appropriate storage, usage, and calibration traceable to the National Institute of Standards and Technology (when applicable).
- (4) Procedures for control of incoming discrepant material which provides for segregation from acceptable materials.
- (5) Self-evaluation program, including identifying who within the company is responsible for conducting self-audits, the frequency of audits, quality system standard, documentation, and corrective action.
- (6) Shelf-life controls meeting the quality and technical criteria for each part stocked.
- (7) Data such as Type Certificate Holder/Production Certificate Holder illustrated parts lists which help to ensure currency, ready accessibility, and applicability of data.
- (8) Inspection stamp control that ensures control for issuance, usage, reissuance and accountability (when applicable).
- (9) Packaging control that ensures parts shipped are adequately protected from damage and/or deterioration.
- (10) Recall control that ensures parts shipped can be traced and recalled.
- (11) Quality organization that provides for the identification of all employees who are trained and authorized to make quality determinations.
- (12) Environmental controls to ensure parts that require special environments are identified and stored accordingly.
- (13) Procedures for redistribution of lots and the documentation of such redistribution.

b. The following are the criteria that the minimum quality standards should address:

(1) Ensure that each aeronautical part that is being sold can be shown to have traceability, by documentation as described in Appendix 1.

(2) Notify the accreditation/registration organization of any changes to its quality system and receive written notification of the acceptance of the change prior to implementation.

(3) Provide customers with a certification that the appropriate documentation is on file at the place of business.

(4) Develop a procedure for accountability when copies are made for redistribution shipments and the approval tags are copied.

(5) Develop a method to notify purchasers of any part that exited the distributor's quality system that does not conform and to provide the method to rectify the problem.

(6) In the event that the accredited distributor has shipped parts that do not meet the specific buyer's requirements, notification shall be made within 24 hours after discovery to the following:

(a) Distributor:

1 Customer.

2 Accreditation Organization.

(b) Recipients of such parts notify:

1 Distributor that shipped part.

2 The local Flight Standards District Office/Manufacturing Inspection District Office.

**6. ACCREDITATION ORGANIZATION SURVEILLANCE.** The accreditation organization should have procedures to enable them to periodically monitor the effectiveness of the distributor's quality system. Additionally, these procedures should address reauditing, withdrawal, and reinstatement within the timeframe specified by the accreditation organization.

**7. APPLICABLE QUALITY STANDARDS.** The following organizations have quality standards considered appropriate for distributors of civil aeronautical parts to be installed in type-certificated products.

<b>ORGANIZATION/ADDRESS</b>	<b>STANDARD IDENT.</b>	<b>TITLE</b>
Society of Automotive Engineers (SAE) 400 Commonwealth Drive Warrendale, PA 15096 Tel. No. (412) 776-4841	AS 7103	Requirements for Accreditation of Pass through Distributors
Society of Automotive Engineers (SAE) 400 Commonwealth Drive Warrendale, PA 15096 Tel. No. (412) 776-4841	AS 7104	Requirements for Accreditation of Full Distributors
American National Standards Institute 1430 Broadway New York, NY 10018 Tel. No. (212) 642-4900	ISO 9000 Series	Quality Management and Quality System Elements - Guidelines
Airline Suppliers (ASA) 9030 Red Branch Road, Ste. 180 Columbia, MD 21045 Tel. No. (410) 715-9300	ASA-100	Quality System Standard (1996)

**8. ARRANGING AN AUDIT.**

**a.** Distributors desiring accreditation should contact the Quality System Standard Organizations which are listed in paragraph 7. The quality standard is the basis of the distributor's quality system.

**b.** Prior to arranging for an audit, the distributor should perform a self-evaluation of its adherence to their quality system.

**c.** The distributor subsequently makes the necessary arrangements with the recommended audit organization to have its quality system audited to the appropriate quality standard.

**9. TYPICAL ACCREDITATION PROCEDURES.** Upon receiving notice from the audit firm that the distributor's quality system is acceptable, a registered letter is mailed to the data base manager designated below. A copy of the registered certification letter must be kept on file until the next accreditation. The distributor receiving accreditation under the provisions of this AC may send their letter to this address: Airline Suppliers Association, 9030 Red Branch Rd., Ste. 180, Columbia, MD 21045, Attention: Data Base Manager, Telephone (410) 715-9300.

a. The letter should contain the following information:

(1) Company name.

(2) Address.

(3) Company management official who is the point of contact in company.

(4) Phone number.

(5) A certification statement by a top management official that documentation is on file at the place of business for the parts being sold for installation on civil aviation products.

(6) Include a copy of the signed certificate from the accrediting agency indicating that the distributor has successfully passed an audit and that the distributor's quality system met the requirements of FAA AC 00-56 and the following standard \_\_\_\_\_ on (date). This certification expires on day/month/year.

(7) Example of an acceptable certification statement:

As a management official of (name of distributor)

I hereby certify that:

(a) Only parts for which documentation is on file at this place of business, as delineated in AC 00-56, Appendix 1, will be sold for installation on civil aviation products.

(b) (Name of auditing organization) has completed an audit and found our quality system to be in compliance with the provisions of AC 00-56 and (specify the quality system standard and date).



(c) A copy of the audit result is on file and is available for inspection by any interested person.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(8) Upon notification that the distributor audit was found to be acceptable, and the letter containing the certification statement has been mailed, the distributor is considered to be accredited and may provide this information to its customers. This information should be in the form of the following statement:

"[COMPANY NAME] certifies that we are an accredited distributor meeting the (listed quality standard), under the provisions of (AC 00-56)." (Followed by a management signature from the distributor organization).

(9) The data base manager will publish via the internet the information contained in subparagraphs a (1) through (4) and (6) within two working days after receipt. Additionally, the data base manager will remove the information from the internet within two working days after notification.

#### **10. DISTRIBUTORS LISTED IN THE COORDINATING AGENCIES FOR SUPPLIER EVALUATION (C.A.S.E.) REGISTER.**

a. The management of the C.A.S.E. program has requested that the FAA consider all organizations listed in the C.A.S.E. Register, to be considered eligible for inclusion in the Voluntary Industry Distributor Accreditation Program Register. Despite the fact that C.A.S.E. is not considered a third party accreditation/registration program, the FAA Aircraft Maintenance Division, in 1983, approved the use of the C.A.S.E. program for the evaluation and surveillance of suppliers utilized by the sustaining C.A.S.E. member air carriers.

b. The FAA has considered the request and agrees that there may be merit in the inclusion of these organizations in the Voluntary Industry Distributor Accreditation Program Register, thereby increasing the number of sources for part procurement.

c. An organization that is listed in the C.A.S.E. Register and desires to be listed in the Voluntary Industry Distributor Accreditation Program Register shall follow the procedures delineated in paragraph 9.

**11. ACCREDITATION TERM.** The term of accreditation and renewal of accreditation will be in accordance with procedures contractually established by the accrediting organization and the

distributor; however, as a minimum bi-annually. This time frame may be modified in the future dependent on FAA's assessment of the industry's management of the program.

**12. DOCUMENTATION TRACEABILITY CRITERIA.** The documentation for all materials and parts procured and/or offered for sale for installation on a type-certificated product is described in Appendix 1.

**13. SAMPLE CERTIFICATION STATEMENTS.** Sample certification statements are found in Appendix 2.

**14. ACCREDITED DISTRIBUTOR LISTING.** In order to inform the general public and enhance aviation safety, a listing of participants in this voluntary program is available via the internet. The FAA has selected the Airline Suppliers Association as the company to maintain the internet listing. The internet address is <http://www.airlinesuppliers.com>.

**15. ACCREDITATION COSTS.** All costs associated with the accreditation of the distributor will be borne by the distributor.

**16. COMMENTS INVITED.** Any changes to this AC should be directed to the Federal Aviation Administration, Flight Standards Service, Aircraft Maintenance Division, AFS-300, 800 Independence Avenue SW, Washington, DC 20591, Phone (202) 267-3546, FAX (202) 267-5115.

**17. INTERESTED PERSONS.** Persons and/or organizations interested in having a quality standard included in this AC, other than those listed, should provide a copy of the quality standard to the address in paragraph 16.

**18. PROGRAM MONITORING.** The FAA Production and Airworthiness Certification Division, AIR-200, and the Aircraft Maintenance Division, AFS-300, will jointly monitor the effectiveness of this program, by participating with and/or conducting assessments of the accrediting organizations and distributors on a periodic basis as deemed necessary by the FAA.

/s/

William J. White  
Deputy Director, Flight Standards Service

**APPENDIX 1. DOCUMENTATION MATRIX**

<b>CLASS OF PART</b>	<b>REQUIRED ON RECEIPT</b>	<b>REQUIRED FOR SHIP.</b>
RAW MATERIALS	PHYSICAL & CHEMICAL PROPERTIES REPORTS TRACEABLE TO HEAT OR LOT NUMBERS	CERTIFICATION THAT TEST REPORTS ARE ON FILE
STANDARD PARTS AS IN 14 CFR PART 21, SECTION 21.303(b)(4)	CERTIFICATE OF CONFORMITY (CofC) FROM PRODUCER	CERTIFICATION THAT (CofC) ARE ON FILE
NEW AIRCRAFT COMPONENTS	FAA FORM 8130-3/ JAR FORM ONE, FROM PAH/OEM	CERTIFIED TRUE COPY FAA FORM 8130-3/ JAR FORM ONE
USED AIRCRAFT COMPONENTS (other than std. parts)	FAA FORM 8130-3/ JAR FORM ONE, FROM SELLER MEETINGS PROVISIONS OF SECTIONS 43.9 & 43.11	FAA FORM 8130-3/ JAR FORM ONE IS ATTACHED TO COMPONENT
COMPONENTS WITHOUT FORM 8130-3 OR JAR FORM ONE	CERTIFIED STATEMENT FROM SELLER AS TO IDENTITY AND CONDITION	STATEMENT AS TO IDENTITY, CONDITION AND THAT ORIGINAL CERTIFIED STATEMENT IS ON FILE



**APPENDIX 2. SAMPLE CERTIFICATION STATEMENTS**1. SAMPLE STATEMENT FOR RAW MATERIAL:

As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and the original chemical and physical properties test reports of the material listed below are on file at this place of business.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE2. SAMPLE STATEMENT FOR STANDARD PARTS:

As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and we have the original certificate of conformity (CofC) of the material listed below on file at this place of business.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE3. SAMPLE STATEMENT FOR NEW AIRCRAFT COMPONENTS:

As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and are enclosing a certified true copy of the applicable FAA FORM 8130-3/JAR FORM ONE from the PAH/OEM. The original is being maintained on file at this place of business. The original quantity of \_\_\_\_\_ as reflected in the applicable FAA Form 8130-3/JAR FORM ONE is being reduced by \_\_\_\_\_ to cover the number being shipped under this certification.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE4. SAMPLE STATEMENT FOR USED AIRCRAFT COMPONENTS:

As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and the original of the applicable FAA FORM 8130-3/JAR FORM ONE from the seller is attached to the component, and a true certified copy is on file at this place of business.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE

5. SAMPLE STATEMENT FOR "AS IS" COMPONENTS:

As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and we have the original statement of condition on file at this place of business.

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SIGNATURE

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DATE