

National Aerospace and Defense Contractors
Accreditation Program
(NADCAP)
Requirements for Accreditation of Pass Through Distributors

RATIONALE

The Nadcap Management Council approved the cancellation of the Nadcap Distributor Accreditation Programs (AC7103, AC7103/1, AC7103/2, and AC7104 and all related standards) during the October 2006 meeting.

Effective January 2007, Nadcap will no longer certify Full or Pass-Through Distributors. All future audits have been cancelled and those companies affected have been notified. Any payments made for these future audits were refunded.

Existing Accreditation Certificates for the affected standards will remain in effect until their identified expiration dates. Requests for extension to those expiration dates will be considered by the AQS Task Group in accordance with current practices.

The basis for cancellation of this program was the limited number of participating distributors and prime users. The program has been steadily shrinking over the last several years, due in part by the increasing recognition of the international standard for pass-through distributors (stockists), AS/EN/SJAC 9120. There is also an increasing requirement by prime users to require a more complete quality system standard for those distributors performing value-added processing, such as AS/EN/SJAC 9100 or ISO 9001:2000.

CANCELLATION NOTICE

This document has been declared "CANCELLED" as of November 2007. By this action, this document will remain listed in the Numerical Section of the Aerospace Standards Index.

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1. SCOPE:
 - 1.1 This aerospace standard outlines the minimum requirements for the quality assurance program of a distributor of new aircraft or aerospace parts and material. It is designed to aid in the surveillance and accreditation of a distributor who procures new parts and materials and resells these products to customers or other distributors in the aviation or aerospace industry, i.e., a PASS THROUGH distributor. This standard may be used to determine the adequacy and implementation of the distributor's quality assurance program.
 - 1.2 For the purposes of this standard, a pass through distributor shall:
 - a. not affect the specification conformance of the product as imparted by the manufacturer.
 - b. maintain on file and, if required, provide the purchaser with unchanged copies of the documentation created and provided by the original manufacturer that establishes traceability of specification conformance.
 - c. provide certification to ensure that product quality and traceability has been maintained and noncompromised.
 - d. be allowed to change the quantities from the original shipment only to divide into smaller quantities of the same original package without adversely affecting specification conformance, environmental protection, limited life or age control, traceability, or original manufacturer's warranty.

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- 1.3 This standard recognizes that customer practices and the nature of the commodities make it necessary to establish several levels of quality assurance disciplines for pass through distributors. These levels are defined as:
- Level A:
The distributor acts as a repackager only, performing a visual confirmation for obvious damage, proper identification of a part number and/or manufacturer, lot/batch integrity when required, and participates in the flow of unaltered documents attesting to the conformity and traceability of the products from producer to user.
- Level B:
The distributor, in addition to providing the services shown in Level A, is capable of performing dimensional verification on a sampling basis so as to confirm physical conformity. The Level B distributor must maintain pertinent product specification and records of inspections performed and the results of those inspections.
- Level C:
The distributor, in addition to providing the services shown in Level A and B, routinely performs dimensional verification of products using standard measuring instruments and gauges and attests to the purchaser as to the confirmation of conformity. When required, the distributor shall have the capability to also perform functional (mechanical, electromechanical, electronic, etc.) testing and provide test reports to the customer.
- 1.4 Compliance with this standard does not necessarily indicate that a distributor will be granted NADCAP accreditation.
- 1.5 Distributors are subject to a quality program audit by the accrediting agency at any time during regular working hours. Normally, the auditor will notify the distributor and arrange the audit so as to cause minimal interference with the distributor's operations, but, should circumstances dictate, the auditor may arrive unannounced.
- 1.6 An accreditation audit for distribution of new aircraft parts is not interchangeable and cannot be substituted for an audit applicable to distributors performing remanufacturing, alteration and/or repair services or those selling remanufactured, altered, or repaired products.
- 1.7 Conforming parts and materials are necessary to support compliance with applicable Federal Aviation Regulations (FARs) which may include FAR 121.215, 121.303, 121.312, 121.363 and/or 135.143. FAA Advisory Circular (AC) 20-62 provides relevant information on aeronautical replacement parts. Unapproved parts should be reported in accordance with AC 21-29.
- 1.8 In those instances where this standard is used for distributors servicing the commercial/civil aviation sector, the requirements referencing "certified" or "authorized inspection personnel" is mandatory.

- 1.9 Any verified evidence of product or document alteration will result in loss of PRI/NADCAP accreditation. Such action will be pursued through PRI's Due Process procedures. Product alteration is any physical, chemical, or dimensional change from the original "as manufactured" configuration. Document alteration is any deletion, addition, or alteration to documents provided by the manufacturer attesting to physical, chemical, dimensional, functional, or other conformity or traceability aspect of the products.
- 1.10 This standard is compatible with the requirements of ISO 9003 (1987) "Quality systems - Model for quality assurance in final inspection and test" or the equivalent ANSI/ASQC Q93.
- 1.11 PRI AC7103 is the checklist to be used with this standard.

2. APPLICABLE DOCUMENTS:

The following publications form a part of this specification to the extent specified herein. The latest issue of SAE and PRI publications shall apply. The applicable issue of other documents shall be the issue on effect on the date of the contract.

2.1 SAE Publications:

Available from SAE, 400 Commonwealth Drive, Warrendale, PA 15086-0001.

- AS7001 National Aerospace and Defense Contractors Accreditation Program (NADCAP) - Program Description
- AS7002 National Aerospace and Defense Contractors Accreditation Program (NADCAP) - Rules for Implementation
- AS7003 National Aerospace and Defense Contractors Accreditation Program (NADCAP) - Program Operation

2.2 ISO Publications:

Available from the American National Standards Institute, 11 West 42nd Street, New York, NY 10036.

ISO 9003 "Quality systems - Model for quality assurance in final inspection and test"

2.3 ATA 300

3. QUALITY ASSURANCE PROGRAM:
- 3.1 The distributor shall have a documented quality assurance program adequate to ensure delivery of conforming products that comply with customer specifications and requirements.
- 3.2 Effective management for quality shall be clearly prescribed by the distributor. Personnel performing quality functions shall have sufficient, well-defined responsibility, authority and the organizational freedom to identify and evaluate quality problems and to initiate, recommend, or provide solutions.
- 3.3 The quality assurance program document shall include, as a minimum, a detailed description of:
- a. The Quality Assurance Department, including an organization chart showing its relationship to executive management and to the remainder of the organization. The responsibility, authority, and the interrelationship of all personnel engaged in verification, inspection and/or tests shall be defined
 - b. Personnel, by title, responsible for implementing quality assurance programs including verification, inspection, shelf life control, and protection against counterfeiting or other unlawful alteration of products or documents attesting to the conformity or traceability of products
 - c. A record keeping system regarding quality history, certifications, test reports, and other quality related documentation for products held out for sale
 - d. Employee training requirements
 - e. Shelf life control system
 - f. Control and disposition of nonconforming parts/material
 - g. Receiving inspection and/or verification procedures
 - h. Storage facilities and environmental controls, as necessary
 - i. Parts/materials identification system
 - j. Stamp control, if applicable
- 3.4 The quality assurance manual shall be kept current and shall be readily available to employees, customers, and to the accreditation auditor. The manual shall be reviewed on an annual basis to ensure currency and applicability to on-going operations and customer/regulatory requirements. These reviews shall be documented as part of the quality records.

- 3.5 The distributor shall have a documented self-audit and surveillance function that:
- a. Periodically reviews programs to verify procedures are in place that ensure compliance with customer specifications, regulatory requirements, and good industry practices, and,
 - b. Verifies that operations are conducted in accordance with these programs.
- 3.6 The distributor's self-audit and surveillance function shall contain provisions to ensure that:
- a. Self-audits are conducted by personnel not directly involved in the function(s) being audited.
 - b. Appropriate and timely root cause corrective action is accomplished when deficiencies are discovered.
 - c. Other areas are examined for similar discrepancies.
 - d. A written report of each audit, description of nonconformities found, and statements of corrective actions shall be provided to management in a timely fashion.
- 3.7 All records pertaining to product quality, product integrity and/or product traceability shall be made available to an auditor upon request.
4. VERIFICATION/INSPECTION:
- 4.1 All products received by the distributor shall be subjected to incoming verification. As a minimum, the receiving process shall verify the product conformance through visual examination of quantity, type, size, finish, marking of grade, property class, part number or specification number, manufacturer's identification symbol, and general workmanship.
- 4.2 The accept/reject criteria for incoming products shall be issued by the authorized office, maintained on a current basis and used by appropriate personnel in the performance of their function.
- 4.3 All documents relating to traceability aspects which accompany incoming shipments shall be checked for authenticity, completeness of data recorded, and verified to the product and container labels in the shipment.
- 4.4 The receiving verification program shall confirm that parts and materials received are free from visible defects or damage, conform to purchase order requirements, are in a good state of preservation, and are from the same lot/batch number as indicated on accompanying certifications and test reports.

- 4.5 Verification operations shall be traceable to the individual through legible signature, initial, inked stamp, or metal punch. If stamps/punches are used, a control system shall govern issuance and usage. The stamp/punch number shall be retired for a period of six months when the incumbent leaves the position or if the stamp/punch is reported as lost. Stamps/punches shall be protected from unauthorized use.
- 4.6 The distributor's verification process shall not alter or adversely affect the conformity, useability, serviceability, or traceability of the products as received from the manufacturer or other source. Safeguards shall be in place to prevent nonconforming products or products not yet verified from entering the distributor's system.
- 4.7 All inspection personnel shall be adequately trained or experienced to perform the assigned inspection and acceptance processes.
- 4.8 The inspection program shall include periodic verification that standard parts meet the applicable technical specifications. The distributor shall maintain a record of inspections and tests performed to make this verification. Periodic verifications of physical and chemical properties and checks of manufacturers' test reports are appropriate. Distributors shall ensure that appropriate product specifications are current and available to support the inspection process.
- 4.9 Sampling inspection procedures shall be in accordance with generally accepted sampling plans (i.e., MIL-STD-105) or other valid statistical techniques. Personnel involved in sampling inspection shall be adequately trained in statistical methods.
- 4.10 A record shall be maintained of the quality history of each product purchased from each supplier or manufacturer.
5. INSPECTION AND TEST STATUS:
- The inspection and/or test status of products shall be identified by using markings, inspection stamps, tags, labels, or other suitable means which indicate the conformance or nonconformance of product with regard to verifications, inspections and/or tests performed.
6. CONTROL AND CALIBRATION OF MEASURING AND TEST EQUIPMENT:
- This section applicable only to Level B and Level C distributors.
- 6.1 The distributor shall have a documented program for the control and calibration of all test equipment, measuring devices, or other instruments used in the verification and acceptance of products. The measurement standards used in the calibration program shall be traceable to the National Institute of Standards and Technology (NIST) or other similar national laboratory.

- 6.2 Test equipment, measuring devices, or other instruments shall be calibrated periodically to maintain accuracy to appropriate and applicable standards. Current documentation of calibration status shall be maintained. Each instrument shall be appropriately marked to indicate its calibration status, due date for next calibration and unique identification to the calibration records.
- 6.3 There shall be written procedures to prevent tools/equipment which are past due calibration from being used. Each item in the calibration program must be traceable to the standard against which it was calibrated. Instruments found to deviate beyond established limits shall be identified and withdrawn from use and either repaired, recalibrated, or replaced. Based upon the significance of the deviation, the distributor shall inform the purchaser of products regarding the out of tolerance condition.
- 6.4 Employee owned tools, instruments, measuring devices, etc., used in the inspection and acceptance of products shall be controlled in a similar manner.

7. TECHNICAL DATA CONTROL:

This section is applicable only to Level B and Level C distributors.

- 7.1 Technical data applicable to manufacturers' products shall be maintained in a manner which ensures such data are current and accessible as required. Hand written entries or corrections to technical data are not permitted. Technical data shall be replaced when they become outdated, obsolete, mutilated, or unreadable.

8. DOCUMENT MANAGEMENT:

- 8.1 The distributor shall have a documented system governing the storage, distribution, and retrieval of documents confirming that the physical and chemical properties of parts and materials that are installed on and become part of aircraft are in conformance with applicable technical specifications. The program shall establish the retention period for records pertinent to product history and traceability including the method which shall be used for retaining or disposing of these records and shall not violate or conflict with customer requirements or federal statutes. Records shall be protected from damage, deterioration, alteration, unauthorized access, or loss.
- 8.2 Records confirming fastener integrity, including physical and chemical test reports, shall be maintained for no less than ten years after sale.
- 8.3 Records for materials with flammability requirements shall verify conformance to applicable flammability requirements and shall be retained for no less than ten years after sale.