

KINGDOM OF SAUDI ARABIA
Ministry of Defence and Aviation
Presidency of Civil Aviation
Aviation Standards and Safety



المملكة العربية السعودية
وزارة الدفاع والطيران
رئاسة الطيران المدني
إدارة سلامة الطيران والمقاييس

AIRWORTHINESS GUIDE (AG) - 8

INDUSTRY DISTRIBUTOR ACCREDITATION PROGRAM

1. PURPOSE.

This Airworthiness Guide (AG) describes a system for the accreditation of civil aircraft parts distributors based on industry oversight and provides information that may be used for developing accreditation programs. The Presidency of Civil Aviation (PCA) mandates participation in such a program, for distributors within the Kingdom of Saudi Arabia, to improve the ability of certificated persons to establish the eligibility of parts and products for installation on type-certificated aircraft products. This AG has been issued to meet current regulatory requirements and aviation industry practices.

2. EFFECTIVITY.

This Airworthiness Guide comes into effect immediately upon date of publication, for companies wishing to commence business operations as Aircraft Parts Distributors within the Kingdom of Saudi Arabia.

Aircraft Parts Distributors already established within the Kingdom of Saudi Arabia are required to meet compliance with this AG by 31 December 2004G, 19/11/1425H.

Aircraft Parts distributors that are already accredited under the requirements of FAA AC 00-56A or any later revision will be automatically accredited in terms of this AG upon submission of supporting documentation to the PCA-ASSD.

3. RELATED READING MATERIALS.

The information contained in this AG complements the documents listed below.

a. Copies of current editions of the publications listed below, as amended, may be obtained from the following web address: <http://www.faa.gov>.

- 1) AC 00-56A, Voluntary Industry Distributor Accreditation Program.
- 2) AC 20-36, Index of Articles (Materials, Parts, Processes and Appliances) Certified Under the Technical Standard Order System, lists the materials, parts, and appliances for which the Administrator has received statements of conformance under the Technical Standard Order (TSO) system.
- 3) AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts, contains guidance and information regarding the eligibility of aeronautical parts and materials to be installed on U.S. type-certificated products.
- 4) AC 21.303-2, Announcement of Availability: Parts Manufacturer Approvals, provides information concerning how to obtain a listing of parts manufacturer approvals.

- 5) AC 21-2, Export Airworthiness Approval Procedures, contains the special airworthiness requirements that have been provided to the PCA by foreign Civil Aviation Authorities (CAA).
- 6) AC 21-20, Supplier Surveillance Procedures, contains guidance and information on how production approval holders establish surveillance procedures over suppliers.
- 7) AC 21-29, Detecting and Reporting Suspected Unapproved Parts, contains guidance and information regarding the detection and reporting of suspected unapproved parts.
- 8) AC 21-38, Disposition of Unsalvageable Aircraft Parts and Materials, contains guidelines for the proper disposal of unsalvageable parts and/or materials.
- 9) AC 43-16, Aviation Airworthiness Alerts, is issued monthly and prepared from information submitted by persons who operate and maintain civil aeronautical products, and can be acquired free of charge on the Internet at <http://afs600.faa.gov>. Under %Designee Standardization (640),+click on %AC 43-16).+
- 10) AC 43-9, Maintenance Records, provides information regarding maintenance record requirements under Title 14 of the Code of Federal Regulations (14 CFR) Parts 43 and 91, sections 43.9, 43.11, and 91.173, and the related responsibilities of owners, operators, and persons performing maintenance, preventive maintenance, and alterations on U.S. type-certificated products and their component parts.
- 11) PCA Order 8110.42, Parts Manufacturer Approval Procedures, contains guidance and information on how to obtain parts manufacturer approval.
- 12) PCA Order 8130.21, Procedures for Completion and Use of PCA Form 8130-3, Airworthiness Approval Tag, contains guidance and information on the proper completion of Form 8130-3.

4. DEFINITIONS.

For the purpose of this AG, the following definitions apply:

a. Accreditation Organization. An organization acceptable to PCA that audits the quality system of a distributor to determine whether it conforms to a quality system standard recognized by the PCA. The Accreditation Organization must meet the rules and requirements established by the Quality System Standard Organization that maintains the quality system standard. The Accreditation Organization operates as an agency of the Quality System Standard Organization for the purposes of PCA oversight.

b. Distributors. Any person engaged in the sale or transfer of parts for installation in appliances and type-certificated aircraft, aircraft engines, or propellers.

c. Distributor Accreditation. An Accreditation Organization's recognition that a distributor's Quality System complies with the standards set forth in a Quality System Standard Organization.

d. Quality System. The total network of administrative and technical data and detailed procedures required to maintain the product and parts thereof to specified airworthiness standards. In addition, refers to the distributor's total network of administrative and detailed procedures implemented to ensure that the parts sold by the distributor satisfy the customer's aviation quality requirements and, in particular, that the parts documentation accurately reflects the criteria identified in the purchase order.

e. Quality System Standards. Criteria developed by various organizations that provide a means to ensure that the distributor's quality system provides an acceptable level of control as delineated in this AG.

f. Quality System Standard Organization. An organization that has developed a quality system standard that has been reviewed and accepted by the Administrator. A list of Quality System Standard Organizations, and their applicable Quality System Standards, can be found in paragraph 7.

g. Self-Evaluation. A program that the distributor applies to its quality system in order to evaluate compliance with the applicable Quality System Standard as well as with the distributor's own written quality system.

h. Traceability. The ability to track parts, processes, and materials to the original manufacturer or other acceptable source to meet the requirements of the installer or in accordance with the Documentation Matrix in Appendix 1.

5. BACKGROUND.

a. As a complement to the Ministry of Commerce and Industry requirements, the PCA has established a need for the regulation of Aircraft Parts Distributors. This Airworthiness Guide was developed in an effort to provide owners and operators of aircraft with a readily available source of materials and parts for which acceptability can be determined without adding an undue economic burden or using limited PCA resources.

b. Third party accreditation programs involve having an independent entity, other than the distributor and purchaser; provide a quality system standard that describes acceptable quality system elements that are subsequently audited for adherence to that standard. An accredited distributor, in accordance with this AG, will have a quality system in place that provides customers with documentation that will assist in the customer's determination of the part's eligibility for installation on type certificated products.

c. Distributors are an important source of supply for air agencies, commercial operators, and private aircraft owners and operators. The PCA does not directly regulate distributors. However, accreditation of a distributor's quality system by a third-party accreditation program conveys an assurance that the parts a customer receives are of the quality stated, the appropriate documentation is on file at the distributor's place of business, and the distributor is able to maintain the quality system.

d. In evaluating a potential non-compliance with the regulations, it is the PCA's policy to consider the respondent's use of sound safety practices. The PCA considers that obtaining parts through accredited distributors is a sound safety practice and would be given full consideration during any evaluation of a potential violation of the regulations and voluntary reports. If a certificated entity uses an accredited distributor, and voluntarily reports the potential violation of Title 14 of the Code of the PCA/Federal Regulations (14 CFR), the fact that the certificate holder obtained the part from an accredited distributor will be considered as mitigating circumstances in any subsequent administrative or enforcement action.

6. QUALITY SYSTEM ELEMENTS.

There are varieties of quality systems that can be used to ensure that documentation provided by the distributor accurately reflects the installer's requirements to determine whether the parts are acceptable for installation on Saudi Arabian registered products. For the distributor's quality system to be found acceptable to the PCA, the distributor's quality system will be evaluated by the PCA to ensure that it meets all of the elements of this AG and applicable Quality Standards. Quality System Standards that have been found acceptable are listed in paragraph 7. The following elements constitute the minimum acceptable criteria for an accredited distributor's quality system:

a. Receiving inspection procedures that ensure that procured material, components, and documentation are traceable to a prior source and bear acceptable documentation that conforms to at least one of the installer's requirements listed in Appendix 1.

b. A system for training personnel to ensure that the quality system is properly executed, including the elements that make up the individual's job assignment.

c. Administrative procedures that provide for the identification and qualifications of all employees that are authorized to make quality determinations, and assures that all such employees are qualified and properly trained.

d. A procedure for segregation of incoming discrepant material.

e. Measuring equipment control that provides for appropriate storage, usage, and calibration when such equipment is required.

f. A shelf-life control system that assures that the quality and technical criteria are met for each part stocked that is identified as having shelf life.

g. A system for assuring that technical data, when required, is maintained in a manner that ensures such data is current and accessible.

h. Inspection stamp control that ensures control for issuance, usage, re-issuance, loss of, and accountability (when applicable).

i. Packaging control that ensures parts shipped are adequately protected from damage and/or deterioration.

j. Environmental controls to ensure parts that require special environments are identified and stored accordingly.

k. A procedure for assuring accountability when approval tags or other traceability documents are duplicated.

l. A procedure for documenting redistribution of lots. Appropriate documentation would include, but not be limited to, lot and batch control, as well as control and verification of remaining inventory. The procedures should also include control and maintenance of all documentation.

m. Procedures for maintaining documentation include, but are not limited to, the documents originally received with the parts being sold and shipped; the documents shipped with the parts; and any other documents used to establish the condition and origin of parts received and shipped.

n. A procedure for monitoring the effectiveness of the distributor's quality system, including a self-evaluation program that identifies the individual(s) within the company responsible for self-audits, specifies the frequency of audits, identifies the applicable quality system standard, defines adequate records that must be created to document the audit, and describes a procedure for addressing corrective action where necessary.

o. A recall control system that ensures recall notification can be adequately circulated to appropriate parts that have been shipped.

p. A system for notifying the Accreditation Organization prior to implementation of any

significant changes to the distributor's quality system, as determined by the Accreditation Organization.

q. A system for hazardous material control and transport that meets the requirements of a standard recognized by the Aviation Industry.

7. ACCEPTABLE QUALITY SYSTEM STANDARDS.

The following organizations have quality system standards considered acceptable for distributors of civil aeronautical parts to be installed in type-certificated products. Please note that any other existing standards and/or organizations will be added after due consideration/evaluation by PCA-ASSD. The list is not exhaustive and other organizations recognized by PCA may be used. Generally, the National body responsible for Standards is accepted by PCA.

ORGANIZATION	STANDARD	TITLE
Aviation Suppliers Association (ASA) http://www.aviationsuppliers.org	ASA-100	Quality System Standard
Saudi Arabian Standards Organization (SASO) Quality Tel. No. (1) 1 452 0132 http://www.saso.org	ISO 9000 Series	Quality Management and Systems Elements Guidelines
Moody International S.A. Ltd. PO Box 2526 Al-Khobar 31952 Tel: (03) 882-3616/3617 Fax: (03) 882-3607 qa-cert@moodySaudi.com http://www.moodyint.com	ISO 9000 series	Quality Management and Quality Systems Elements Guidelines
General Aviation Parts Suppliers Association (GAPSA) 4180 W. Kitty Hawk Chandler, AZ 85226 Tel. No. (800) 366-6462	GAPSA 100	Program Quality System Guidelines
	NADCAP	
Society of Automotive Engineers (SAE) 400 Commonwealth Drive Warrendale, PA 15096-0001 Tel. No. (412) 776-4841	AS 7103	Requirements for Accreditation of Pass Through Distributors
	NADCAP	
	AS 7104	Requirements for Accreditation of Full Distributors
Transonic Aviation Consultants, Inc. PO Box 15431 Plantation, FL 33318 Tel. No. (954) 327-3057 Fax. (954) 327-3321	TAC 2000	Aeronautical Parts Distributor Quality Assurance Standard

8. ACCREDITATION ORGANIZATION RESPONSIBILITIES.

a. Accreditation Organizations shall have operating procedures that adequately address all elements of an effective accreditation program, to include audit review procedures, auditor qualifications, auditor training, internal auditing, issuance and withdrawal or reinstatement of certificates, internal document control, and appeals.

b. Accreditation Organizations are responsible for auditing distributors to ensure

compliance with both the requirements of their respective quality system standards (paragraph 6) and all the requirements set forth in this AG. These requirements will be made available to accreditation organizations in the form of this publication.

c. Accreditation Organizations shall have procedures to enable them to periodically monitor the effectiveness of the distributor's quality system.

d. Auditors utilized by an Accreditation Organization should have one of the following qualifications:

(1) Certification as an auditor by the a recognized organization for quality.

(2) Training as an auditor by the Coordinating Agency for Supplier Evaluation (C.A.S.E.);

(3) Training as an auditor by the National Aerospace and Defense Contractors Accreditation Program, or certification as an auditor by the International Organization for Standardization;

(4) Past professional experience as a quality auditor for an air carrier, repair station, air agency, or under a distributor accredited under **AC 00-56A**, Voluntary Industry Distributor Accreditation Program; and/or

(5) Past work as an Inspector with a National Aviation Authority, with auditing experience.

e. If the distributor complies with the selected quality system standard and all elements of this AG, the Accreditation Organization shall provide the distributor with a letter certifying compliance to both.

f. An accredited distributor under **AG8** shall be audited to the complete acceptable Quality System Standard chosen at least once every 36 months with, at a minimum, one surveillance audit during the 36-month term to continue to participate in the industry accreditation program. Any letter certifying compliance with standards of **AG8** shall become invalid on the third anniversary of such certification, but this will not affect the letter's validity with respect to any other certifications made.

9. ARRANGING AN AUDIT.

a. Distributors desiring accreditation should contact one of the Accreditation Organizations that are authorized to audit to one of the acceptable Quality System Standards listed in paragraph 7.

b. The distributor subsequently makes the necessary arrangements with the Accreditation Organization to have its quality system audited to the appropriate quality standard, the guidelines in this AG, and additional elements described in the distributor's own operating procedures manual.

c. The distributor bears all costs associated with the accreditation process.

10. TYPICAL ACCREDITATION PROCEDURES.

a. Accreditation becomes effective when the distributor is listed in the PCA industry Distributor Accreditation Program database. The PCA is the database manager. The database is available on the Internet at <http://www.pca.gov.sa>.

b. In order to be added to the database, the distributor shall send to PCA, a letter certifying that the distributor has passed an audit by an Accreditation Organization. The distributor's certification letter (Appendix 2) shall be accompanied by a copy of the signed certification from the Accreditation Organization. The distributor shall keep a copy of the registered certification letter on file until the next accreditation.

(1) The distributor's certification letter shall contain the following information:

(a) Company name.

(b) Address.

(c) Management official who is the company's point of contact.

(d) Phone number.

(e) A certification statement by a senior management official that the distributor will maintain and continue to follow their quality system as approved by the Accreditation Organization.

(2) The distributor's certification letter shall be accompanied by a copy of the signed certificate from the Accreditation Organization indicating that the distributor has successfully passed an audit and that the distributor's quality system met the requirements and standards of **PCA-ASSD AG8** and the following standard **[listed quality standard]** on **[date]**. The certificate shall indicate the date on which the accreditation expires.

c. The database manager will publish via the Internet the information contained in paragraphs 10b(1)(a)-(d) and b(2) within two business days after receipt of a properly completed certification statement.

d. Because accreditation under this program is for a period not to exceed 36 months, the date on which the certification expires shall be the three-year anniversary of the issue date of the certification, unless the expiration date listed on the certificate is sooner.

e. The database manager will remove the information from the database within two business days from the date that the certification expires, or upon notification from an Accreditation Organization that it has revoked a distributor's certification or that the certificate has been surrendered.

f. Once the database manager has published this information on the Internet, 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]** and the provisions of **AG8**. (Followed by a management signature from the distributor organization.)

11. DISTRIBUTORS LISTED IN THE C.A.S.E. REGISTER. The PCA-ASSD has approved the use of the C.A.S.E. program for the evaluation and surveillance of Kingdom of Saudi Arabia based distributors utilized by the sustaining C.A.S.E. member air carriers.

12. ACCREDITATION TERM. The term of accreditation and renewal of accreditation will be in accordance with procedures contractually established by the Quality System Standard

Organization and the distributor; however, the maximum term for distributor accreditation under this AG shall be for 36 months with, at a minimum, one surveillance audit during the 36-month term.

13. PROGRAM MONITORING. The PCA-ASSD, will 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 PCA. When a new Quality Systems Standards is added, the Accreditation Organization will notify the PCA prior to performing the first five audits, and the PCA may at their option accompany the auditor on these audits. Point of contact is PCA-ASSD, Tel: (2) 685-5533; Fax: (2) 685-5745.

14. COMMENTS INVITED. Any proposed changes to this AG should be directed to the PCA-ASSD, PO Box 887, Jeddah 21165, Tel: (2) 685-5533; Fax: (2) 685-5745.

Original signed by
Capt. Mohammed R. Berenji, D.Sc.
Vice President, PCA-ASSD

APPENDIX 1. DOCUMENTATION MATRIX

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Raw Materials	Physical & chemical properties reports traceable to heat code or lot number	Certification that test reports are on file
Standard parts as in 14 CFR section 21.303(b)(4)	Documentation as per PCA Airworthiness Guide No. 3	Certification that C of C is on file
New parts, products, and appliances with regulatory airworthiness approval documents	PCA Form 8130-3 or acceptable Airworthiness Release Forms as required by Airworthiness Guide No. 3.	Certified true copy of the regulatory airworthiness approval document
Used parts, products, and appliances with approval for return to service	PCA Form 8130-3 or acceptable Airworthiness Release Forms as required by Airworthiness Guide No. 3.	Approval for return to service attached to part, product, or appliance

[Date]

[Company Name]
[Company Address]
[Phone Number]
[Fax Number]

[Point of Contact]

Dear Database Manager,

As management official of [Company Name] I hereby certify that:

- a) Only parts for which documentation is on file at this place of business, as delineated in **AG8**, Appendix 1, will be sold for installation on civil aviation products.
- b) [The Accreditation Organization] has completed an audit and found our quality system to be in compliance with the provisions of **AG8** and [Quality System Standard] on [Date].
- c) A copy of the audit result is on file and available for inspection by any interested person.

Signature Date

NOTE: The distributor's certification letter shall be accompanied by a copy of the signed certification letter or a certificate from the Accreditation Organization.