U.S. Department of Transportation
Federal Aviation Administration

Advisory Circular

Subject: Voluntary Industry Distributor Accreditation Program

Date: DRAFT **AC No:** 00-56C
Initiated by: AFS-300 **Change:**

1 **PURPOSE OF THIS ADVISORY CIRCULAR (AC).** This AC describes a system for accrediting civil aircraft parts distributors based on voluntary industry oversight. The AC also provides information for developing accreditation programs. We, the Federal Aviation Administration (FAA), strongly endorse participation in such a program to help certificated persons establish the eligibility of parts and products for installation on U.S. type-certificated products. We have revised this AC to meet current changes in regulatory requirements and industry practices since original publication. This AC is not mandatory and does not constitute a regulation. Any mandatory language used in this AC applies only to those who choose to voluntarily participate in this program. Those who do choose to participate must follow the processes and procedures described in this AC in their entirety to be considered compliant with this program. The contents of this document do not have the force and effect of law and are not meant to bind the public in any way, and the document. The document is intended only to provide information to the public regarding existing requirements under the law or agency policies.

2 **AUDIENCE.** This AC is applicable to persons/entities who want to participate in this program. This includes:

- Distributors/brokers engaged in the distribution and selling of aircraft parts.
- Certification bodies.
- Accrediting organizations.

3 **WHERE YOU CAN FIND THIS AC.** You can find this AC on the FAA's website at https://www.faa.gov/regulations_policies/advisory_circulars and the Dynamic Regulatory System (DRS) at https://drs.faa.gov.

4 **WHAT THIS AC CANCELS.** AC 00-56B, Voluntary Industry Distributor Accreditation Program, dated May 27, 2025, is canceled. Distributors seeking initial or renewal accreditation more than 90 days after the effective date of this AC must comply with AC 00-56C. Participating distributors accredited under AC 00-56B and who are already in the database may maintain their accreditation under the AC 00-56B standard until their accreditation expires, is superseded upon renewal, or is cancelled or removed by the distributor's accreditation organization.

5 RELATED READING MATERIALS (current editions).

5.1 FAA ACs.

- AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts, contains guidance and information regarding the eligibility of aeronautical parts and materials for installation on U.S. type-certificated products.
- AC 20-142, Eligibility and Evaluation of U.S. Military Surplus Flight Safety Critical Aircraft Parts, Engines, and Propellers, provides information and guidance for use in evaluating and determining the eligibility of U.S. military surplus flight safety critical aircraft parts (FSCAP), engines, and propellers for installation on FAA type-certificated products.
- AC 20-154, Guide for Developing a Receiving Inspection System for Aircraft Parts and Materials, provides guidance and information for developing a receiving inspection system and for incorporation into a person's existing receiving inspection system to help prevent the introduction of unairworthy articles into inventories.
- AC 21-2, Complying with the Requirements of Importing Countries or Jurisdictions When Exporting U.S. Products, Articles, or Parts, describes how to comply with the requirements of importing countries or jurisdictions when exporting U.S. products, articles, or parts.
- AC 21-29, Detecting and Reporting Suspected Unapproved Parts, contains guidance and information regarding the detection and reporting of suspected unapproved parts.
- AC 21-43, Production Under 14 CFR Part 21, Subparts F, G, K, and O, provides information for Production Approval Holders (PAH) under Title 14 of the Code of Federal Regulations (14 CFR) part 21.

Note: Content of the canceled AC 21-38, Disposition of Unsalvageable Aircraft Parts and Materials, has been relocated into AC 21-43, Appendix D, Scrap or Salvageable Aircraft Products and Articles.

- AC 21-45, Commercial Parts, explains how you can use the provision in 14 CFR §§ 21.1(b)(3), 21.8, 21.9(a)(4), and 21.50(c), for commercial parts.
- AC 21-46, Technical Standard Order Program, explains the Technical Standard Order (TSO) process outlined in 14 CFR part 21 subpart O, for manufacturers producing articles under a TSO authorization (TSOA) or letter of design approval (LODA).
- AC 21.303-4, Application for Parts Manufacturer Approval Via Tests and Computations or Identicality, contains guidance to applicants for Parts Manufacturer Approval (PMA) of articles via tests and computations or identicality without a license agreement.
- AC 43-9, Maintenance Records, describes methods, procedures, and practices that have been determined to be acceptable means of showing compliance with the General Aviation (GA) maintenance record-making and recordkeeping requirements of 14 CFR parts 43 and 91.

5.2 FAA Orders.

- FAA Order 8110.42, Parts Manufacturer Approval Procedures, contains guidance and information on how to obtain PMA.
- FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, contains guidance and information on the proper completion of FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.
- FAA Order 8120.22, Production Approval Procedures, contains guidance and information on how to obtain production approval for products, articles, and parts.

Note: Copies of ACs and FAA orders may also be available through the FAA's DRS at https://drs.faa.gov.

6 DEFINITIONS. In this AC, the following definitions apply:

6.1 Accreditation Organization. An organization that audits the quality system of a distributor to determine if the system conforms to a standard recognized by the FAA. The accreditation organization must meet the rules and requirements established by the quality system standard organization that maintains such a standard.

6.2 Certified Copy. For purposes of this AC, an accurate duplication of a document that is certified as accurate by a person authorized by the distributor. If the primary document is not legitimate, the certified copy cannot be used to guarantee it is genuine. The distributor's certification statement needs to be identified so as to indicate its source with a date and signature or a stamp.

6.3 Certification Body. An entity certified by an international organization for accreditation purposes. For purposes of this AC, certification bodies are accreditation organizations and must meet the requirements of this AC.

6.4 Distributor. Any person selling or transferring parts for installation in appliances or type-certificated aircraft, aircraft engines, or propellers.

6.5 Distributor Accreditation. Recognition by an accreditation organization that a distributor's quality system complies with the requirements of an acceptable quality system standard referenced in paragraph 10 of this AC.

6.6 Quality System. A network of administrative processes and procedures whose purpose is to protect aircraft parts from damage or degradation, to preserve documentation associated with those parts, and to satisfy customers that purchase or obtain those parts. A distributor's quality system accredited under this program should ensure that the parts sold by the distributor satisfy the requirements found in Appendix A, Documentation Matrix, of this AC.

6.7 Quality System Standards. Criteria developed by various organizations that ensure the distributor's quality system provides an acceptable level of control as delineated in this AC.

6.8 Quality System Standard Organization. An organization that has developed a quality system standard which the FAA has reviewed and accepted. You can find a reference to quality system standard organizations and applicable standards in paragraph 10.

6.9 Remote Audit. A method of conducting an audit using electronic methods such as video conferencing, email, and telephone to obtain audit evidence. During a remote audit, the auditor performs the audit without being physically present at the site of the distributor. A remote audit will cover all elements that are covered during an onsite audit but uses technology to support the auditor.

6.10 Self-Evaluation/Internal Audit. A process that a distributor applies to the distributor's quality system to evaluate compliance with the applicable quality system standard, and with the distributor's quality system. Self-evaluations also apply to accreditation organizations to ensure they are following their own procedures.

6.11 Surplus Parts. Describes a product, assembly, part, or material that has been released as surplus by the military, manufacturers, owners/operators, repair facilities, or any other parts supplier. These products should show traceability to an FAA-approved manufacturing procedure.

6.12 Traceability. The ability to establish that a part or material was manufactured under 14 CFR part 21 or was previously determined to be airworthy under 14 CFR part 43. Possible sources for making a traceability determination could be shipping tickets, invoices, parts markings (i.e., PMA, TSOA), data plates, serial/part numbers, manufacturing production numbers, maintenance records (which could include logbook entries), work orders, or any other means acceptable to make a sound determination of airworthiness or any other means acceptable to the Administrator. For distributors accredited under this program, traceability must meet the minimum standards found in the documentation matrix in Appendix A.

7 BACKGROUND.

7.1 Task Force.

7.1.1 In 1993, our Associate Administrator for Regulation and Certification (AVR) strongly endorsed voluntary industry oversight of distributors of civil aircraft parts, rather than mandate Federal regulation of those entities. Industry created a task force comprised of representatives from the following organizations:

- Aircraft Maintenance Division;
- Production and Airworthiness Division;
- Aerospace Industries Association (AIA);

- Aeronautical Repair Station Association (ARSA);
- Air Transport Association of America (ATA);
- Aircraft Electronics Association (AEA);
- Air Line Pilots Association International (ALPA);
- Aviation Suppliers Association (ASA);
- Aviation Distributors and Manufacturers Association (ADMA);
- Experimental Aircraft Association (EAA); General Aviation Manufacturers Association (GAMA);
- National Air Transportation Association (NATA);
- National Business Aircraft Association (NBAA); and
- International Association of Machinists and Aerospace Workers (IAMAW).

7.1.2 The task force prepared a draft AC about industry oversight of distributors. In 1996, the FAA published AC 00-56, Voluntary Industry Distributor Accreditation Program, which formally established third-party accreditation of distributors. We developed this program to give aircraft owners and operators a readily available source of materials and parts where they could determine acceptability without adding economic burden. This is also done without expending limited FAA resources.

7.2 Quality System Standard. Several different quality system standards have been recognized by the FAA as acceptable standards that help to improve aviation safety by providing effective quality management for distributors. A distributor may develop a quality system that meets the requirements of one of these quality system standards (and that meets the requirements of this AC).

7.3 Quality Auditing. The third-party accreditation program described in this AC uses an independent entity, not the distributor or purchaser, to audit the distributor's quality system. This independent entity, called an accreditation organization, may audit a participating distributor's quality system to assess compliance to the quality system standard and the requirements of this AC.

7.4 Accredited Distributors. Distributors are an important supply source for air agencies, commercial operators, and private aircraft owners and operators. We do not directly regulate distributors, but we do authorize accreditation organizations to accredit a distributor's quality system. This accreditation helps industry identify distributors who are known to convey assurances that:

- Parts are of the quality stated;
- Appropriate documentation is on file at the distributor's business; and
- The distributor can maintain a quality system that is acceptable to the FAA.

7.5 Sound Safety Practices. In evaluating a potential noncompliance with 14 CFR regulations, it is our policy to consider the use of sound safety practices. We consider obtaining parts through accredited distributors as a sound safety practice. If a certificated holder uses an accredited distributor, and voluntarily reports any known potential violations of 14 CFR rules, we would recognize the fact that the certificate holder (CH) obtained the part from an accredited distributor as a mitigating circumstance in any subsequent administrative or enforcement action.

8 RESPONSIBILITIES.

8.1 Aircraft Maintenance Division. The FAA's Flight Standards Service's (FS) Aircraft Maintenance Division has policy responsibility as the Office of Primary Responsibility (OPR) for this AC. The Aircraft Maintenance Division has primary responsibility for oversight of the accreditation organizations and distributors as related to used parts.

8.2 Aircraft Certification Service (AIR). The FAA's AIR Production and Airworthiness Section supports the Aircraft Maintenance Division in relation to the administration of this AC. The AIR has primary responsibility for oversight of the accreditation organizations and distributors as related to newly manufactured parts.

8.3 Quality System Standard Organization. Quality system standard organizations are responsible to develop quality system standards acceptable to the FAA and to recommend accreditation organizations for acceptance by the FAA.

8.4 Accreditation Organizations. Accreditation organizations are responsible to ensure distributors meet the rules and requirements established by the quality system standard organization that maintains such a standard and this AC.

8.5 Distributors. Distributors accredited under this voluntary program are responsible to develop and follow a quality system that meets all aspects of their selected quality system standard and all elements of this AC.

9 QUALITY SYSTEM ELEMENTS.

9.1 Distributors' Quality System. Distributors must use quality systems to ensure that parts documentation accurately reflects industry safety requirements. This documentation also helps installers confirm that the parts are acceptable for installation on type-certificated products. An accreditation organization evaluates a distributor's quality system to ensure that the system satisfies each element of this AC, and also each element of the applicable quality standard. If the system satisfies each of the elements, then it is acceptable to the Administrator. Quality system standards that we have found acceptable for these purposes are referenced in paragraph 10.

9.2 Minimum Acceptable Criteria. The following elements are the minimum acceptable criteria for an accredited distributor's quality system:

9.2.1 Receiving and shipping inspection process that confirms products and articles are accompanied by documentation that shows the prior source of the product or article and satisfies at least one of the "Required on Receipt" requirements listed in Appendix A.

9.2.2 A system for initial and recurrent training of the distributor's personnel to ensure the distributor properly executes the quality system, including the elements of the quality system that fall within the trained person's responsibility and/or job function.

9.2.3 Administrative process that identifies and records the qualifications of employees authorized to make quality determinations, and assures that such employees are qualified and properly trained.

9.2.4 A procedure for removing suspect or nonconforming material that is identified during receiving inspection or at any time during handling processes, and placing the removed material in a separate area until such suspicion or nonconformance can be properly resolved. The separate area may be physically segregated or it may be procedurally segregated, as long as the segregation is effective in preventing inadvertent sale or transfer of the suspect or nonconforming material prior to its appropriate disposition.

9.2.5 A procedure for controlling measuring and/or test equipment when such equipment is required by the distributor's business model. The procedure should provide for appropriate storage, usage, and calibration of such equipment.

9.2.6 A shelf-life control system to adequately identify and control shelf life-limited parts and materials. This system shall ensure parts and materials meet the manufacturer's quality and technical requirements to ensure that no expired material or part will be represented as having remaining shelf life.

9.2.7 A system for assuring that technical data is current and accessible when such data is required by the distributor's business model.

9.2.8 If inspection stamps are used, a process or procedure for controlling inspection stamps, including stamp issuance, usage, reissuance, loss of, accountability, and termination.

9.2.9 Packaging control, so that the distributor adequately protects shipped parts from damage and deterioration.

9.2.10 Preservation controls, such as environmental controls that help the distributor ensure that parts requiring special environments are identified and stored accordingly.

9.2.11 A process to establish accountability in the event of duplicate approval tags or other traceability documents.

9.2.12 When documentation is required to be duplicated to meet commercial requirements, a process for controlling the copies to prevent the misuse, or unintended use, of a copy. Examples of appropriate documentation include lot control, batch control, and remaining inventory control and verification.

9.2.13 A process for maintaining documentation that should include:

- The documents originally received with the parts being sold and shipped;
- The documents shipped with the parts; and
- Any other documents establishing the condition and origin of parts received and shipped.

Note: Documentation must be made available to the accreditation organization and the FAA upon request.

9.2.14 A process for monitoring the effectiveness of the distributor's quality system. This process should include a self-evaluation program that:

- Identifies distributor personnel responsible for self-evaluations;
- Specifies the frequency of audits;
- Identifies the applicable quality system standard;
- Defines adequate records the distributor must create to document the audit; and
- Describes a process for addressing corrective actions.

9.2.15 A recall control system to ensure adequate circulation of recall notification for parts the distributor has shipped.

9.2.16 A system for notifying the accreditation organization before the distributor significantly changes the distributor's quality system. The accreditation organization shall provide the distributor a definition of what changes are significant.

9.2.17 A system for hazardous materials (hazmat) control and transport that meets Title 49 of the Code of Federal Regulations (49 CFR) requirements.

9.2.18 A process or procedure for training purchasing and receiving personnel about the identification of counterfeit parts and suspected unapproved parts.

9.2.19 A process for parts control when the distributor causes an article to be shipped from the distributor's supplier directly to the distributor's customer when such process is utilized by the distributor's business model. This should include how parts are verified and retention of documentation. This process should ensure the accredited distributor maintains responsibility for ensuring the parts meet the distributor's quality system.

9.2.20 A process that describes how a certified copy is created and who is authorized to certify the document.

9.2.21 A process for mutilating parts that have been identified as "scrap" by the owner of the parts. Mutilation shall be accomplished by drilling, grinding, or other appropriate means sufficient to reasonably preclude the part from being returned to service as an aircraft

part. This element shall not inhibit the use of aircraft parts for non-aviation uses; however, these parts must be identified in some way to show they are unairworthy.

Note: Content of the canceled AC 21-38 has been relocated into AC 21-43, Appendix D.

9.2.22 A process for identifying and reviewing Unapproved Parts Notifications (UPN) that have been issued and taking action, if necessary, including timely notification to customers as circumstances may dictate.

9.2.23 A process whereby parts returned to the distributor from customers for quality issues are documented and root causes are identified and acted upon as circumstances may dictate.

9.2.24 A procedure for notifying the database manager of a completed audit to request listing in the Voluntary Industry Distributor Accreditation Program database as described in paragraph 14.

10 FAA-ACCEPTABLE QUALITY SYSTEM STANDARDS, ACCREDITATION ORGANIZATIONS, AND CERTIFICATION BODIES.

The list of organizations with quality system standards acceptable for distributors of civil aeronautical parts for installation in type-certificated products is available at https://www.faa.gov/aircraft/safety/programs/AC00-56. The list found on this website also lists the associated acceptable quality system standards and acceptable accreditation organizations and certification bodies.

11 ACCEPTANCE AND REMOVAL OF QUALITY SYSTEM STANDARDS AND ACCREDITATION ORGANIZATIONS.

11.1 Acceptance of Quality System Standards. Persons that have developed a quality system standard as a new entrant into this program need to submit a request by email to the Aircraft Maintenance Division at 9-AWA-AFS-300-Correspondence@faa.gov. The request should include the quality system standard as well as a bridging document showing how the standard meets the requirements of this AC. The request should also include the name and address of the person or organization submitting the request. If the quality system standard is found acceptable, acceptance will be shown when listed as an Acceptable Quality System Standard at https://www.faa.gov/aircraft/safety/programs/AC00-56.

Note 1: When the quality system standard conflicts with this AC, the AC shall have precedence.

Note 2: Quality system standards acceptable at the time of issuance of this AC will remain acceptable.

11.2 Acceptance of Accreditation Organizations and Certification Bodies. Persons requesting to become an accreditation organization need to submit a request by email to the Aircraft Maintenance Division at 9-AWA-AFS-300-Correspondence@faa.gov. The submission needs to include the information cited in paragraph 14.2.1 and a document

showing where the requirements of this AC are provided. An International Organization for Standardization (ISO) 9001 certification bodies must also have a Scope of Accreditation for Aerospace. If the accreditation organization/certification body is found acceptable, acceptance will be shown when listed as an accreditation organization at https://www.faa.gov/aircraft/safety/programs/AC00-56.

Note: Accreditation organizations acceptable at the time of issuance of this AC will remain acceptable.

11.3 Removal of Quality System Standards, Accreditation Organizations, and Certification Bodies.

11.3.1 When requested by a quality system standard holder or an accreditation organization, or when the FAA has cause, the quality system standard or accreditation organization will be notified in writing and will be removed from the list of acceptable quality system standards or accreditation organizations.

11.3.2 If a quality system standard holder or an accreditation organization appeals the FAA's action, it must, within 30 days after receiving notification, petition for reconsideration of the removal. The petition must be in writing and contain a detailed explanation on why the organization believes the removal is unnecessary.

12 ACCREDITATION ORGANIZATION RESPONSIBILITIES AND PROCEDURES.

12.1 Operating Procedures. Accreditation organizations must have operating procedures adequately addressing all elements of an effective accreditation program. These elements should include:

- Audit procedures to include procedures for correcting findings during distributor audits;
- Appeals;
- Procedures to notify the distributor of a successful audit;
- Issuance, withdrawal, terminations, or reinstatement of certificates;
- Remote audits, if applicable;
- Auditor qualifications;
- Auditor training;
- Self auditing;
- Internal document control;

- Records control and retention; and
- Procedures to inform the distributor's management to obtain inclusion in the Voluntary Industry Distributor Accreditation Program database as described in paragraph 14.

12.2 Audit Distributors. Accreditation organizations must audit distributors to ensure compliance with respective quality system standards (see paragraph 10) and all requirements in this AC. This audit will include a review of the manual to ensure that the manual adequately addresses the required elements, as well as an onsite (or remote if applicable) audit of a distributor's facilities to ensure effective implementation of the quality system.

12.3 Monitoring Quality System Effectiveness. Accreditation organizations must have a process to periodically monitor the effectiveness of the distributor's quality system and procedures.

12.4 Auditor Qualifications. Each auditor used by the accreditation organization will have at least one of the following qualifications:

12.4.1 Certification as an ISO 9001 auditor by an internationally recognized organization.

12.4.2 Previously trained to the CASE 3A standard by the Coordinating Agencies for Supplier Evaluation (C.A.S.E.).

12.4.3 Past professional experience as either a quality auditor for an air carrier, repair station, or air agency; or as a distributor accredited under this AC.

12.4.4 Past work as an FAA aviation safety inspector (ASI) with auditing experience.

12.4.5 Authentication as an AS9100 auditor (EN9100 in Europe), and listed on the Online Aerospace Supplier Information System (OASIS) database.

12.4.6 Professional experience as a quality auditor auditing to this AC for an accreditation organization.

12.5 Auditor Training. In addition to the above qualifications, each auditor shall have initial and recurrent training on the following subjects:

- Guidance in this AC;
- Aircraft parts documentation;
- Aircraft parts warehousing; and
- Aircraft parts receiving and shipping.

Note: This training may be obtained through documented experience, on-the-job training (OJT), or formal training.

12.6 Letter Certifying Compliance. If the distributor complies with a selected quality system standard and with all elements of this AC, and further complies with the requirements of its contract with the accreditation organization, then the accreditation organization shall give the distributor a letter certifying compliance with both the selected quality system standard and all elements of this AC.

12.7 Audit Requirements. The accreditation organization must audit a distributor accredited by this AC. The accreditation organization must conduct the audit, using the complete acceptable quality system standard chosen, at least once every 36 months. The organization must conduct at least one surveillance audit during the 36-month term for the distributor to continue to participate in the voluntary industry accreditation program. Any letter certifying compliance with the standards of this AC must become invalid no later than the third anniversary of the certification. This will not affect the letter's validity about any other certifications made. The initial audit and the reaccreditation audits must each be conducted onsite at the distributor's facilities to ensure effective implementation of the quality system. The audits of the quality system standard and the requirements of this AC will be performed consecutively or within a reasonable time to ensure both requirements are met at the time of accreditation or reaccreditation. A reasonable time to perform both audits is within 30 days of each other.

12.8 Verification of Database Listing. During surveillance and reaccreditation audits, the accreditation organization will verify the distributor is listed on the Voluntary Industry Distributor Accreditation Program database.

12.9 Remote Audits. An accreditation organization may perform remote audits under this AC under certain conditions. Remote audits are allowed for surveillance audits only and are limited to low-risk distributors with no findings in their two previous onsite audits. Remote audits must ensure compliance with the selected quality standard and this AC. If the accreditation organization utilizes remote audits, they must develop appropriate procedures in their manual. These procedures must include:

1. Pre-audit planning;
2. Use of teleconference and/or video technology;
3. Remote audit techniques, which shall include but not be limited to:
   - Documentation review,
   - Process/procedure review,
   - Interviews,
   - Live observations, and
   - Other remote verification techniques.
4. Procedures to identify the objective evidence needed to support a remote finding of compliance; and

5. Remote auditor training. Each remote auditor must be trained in the appropriate methods, procedures, and objective criteria for remote auditing, and no auditor may perform remote auditing until such training has been completed.

12.10 Distributor Withdrawal or Revocation. If an accreditation organization withdraws or revokes a distributor accreditation before the date of the compliance-certifying letter for any reason, the accreditation organization must send the database manager written notification within 5 business days of the withdrawal or revocation.

12.11 Records. Accreditation organizations must retain records of audits performed as well as records to show compliance with paragraph 12 of this AC. The records will be retained for 4 years to allow for the retention of records for an entire accreditation cycle. The accreditation organization must let the FAA audit these records so the FAA can ensure compliance with this AC.

13 ARRANGING AN AUDIT.

13.1 Contact an Accreditation Organization. Distributors seeking accreditation should contact one of the accreditation organizations authorized to audit a distributor by one of the acceptable quality system standards referenced in paragraph 10.

13.2 Distributor's Self-Evaluation. The distributor should conduct and document a self-evaluation of the distributor's quality system before arranging an audit with the accreditation organization.

13.3 Audit by Accreditation Organization. The distributor subsequently makes the necessary arrangements with the accreditation organization to audit the distributor's quality system by the appropriate quality standard, the guidelines in this AC, and additional elements described in the distributor's operating procedures manual.

13.4 Distributor Costs. The distributor bears all costs associated with the accreditation process.

14 TYPICAL ACCREDITATION PROCEDURES.

14.1 Database Listing. Accreditation becomes effective when the distributor is listed in the Voluntary Industry Distributor Accreditation Program database. The FAA has designated ASA as the database manager. The database is available at https://www.aviationsuppliers.org/FAA-AC-00-56. The database manager should assist the FAA with requested information as needed. In addition, the database administrator is encouraged to notify the FAA if any abnormalities are noted with documentation received or the database.

14.2 Steps for Database Entry. The distributor must take these steps before the database manager can add it to the database:

1. Send a letter to the database manager certifying that the distributor has passed an audit by an accreditation organization. The distributor can send the letter by mail, any

private or commercial interstate carrier, email, or other electronic means. (See Appendix B, Sample Database Letter, for a template of this letter.)

2. Include with the letter a copy of the signed certification letter and certificate from the accreditation organization.
3. Keep a copy of the registered certification letter on file until the next accreditation.
4. Send their certification letter to the ASA. Distributors can get the ASA's contact information at https://www.aviationsuppliers.org.

14.2.1 The distributor's certification letter must contain the following information:

- Date.
- Company name.
- Company address.
- Company management official who is the company's point of contact (POC).
- Company phone number.
- Company fax number.
- Company email address.
- 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.
- The distributor may also elect to submit their Commercial and Government Entity (CAGE) code. This is not mandatory, but will make automated searches easier. The CAGE code is a five-character identification number used extensively within the Federal Government, and is assigned by the Department of Defense's (DOD) Defense Logistics Agency (DLA).

14.2.2 The distributor's certification letter must include a copy of the signed certificate from the accreditation organization indicating that the distributor has successfully passed an audit. The certificate must also show that the distributor's quality system met the requirements and standards of this AC by noting the quality system standard and the date. The certificate must indicate the date on which the accreditation expires.

14.3 Publication Information. The database manager will publish the information in paragraph 14.2, item 4 via the internet within 10 days of receiving a properly completed certification statement.

14.4 Certification Expiration. Because accreditation under this program lasts 36 months, the certification expiration date must be the 3-year anniversary of the certification issue date, unless the expiration date listed on the certificate is sooner.

14.5 Removing Information. The database manager will remove the information from the database within 10 days from the certification expiration date, upon notification from an

accreditation organization that it has revoked a distributor's certification, or if the certificate has been surrendered. In cases where the certification date has expired, but the accreditation organization has informed the database manager that the distributor is actively completing recertification requirements, the database manager must keep the information posted up to 1 month from the expiration date.

14.6 Providing Notification of Accreditation. Once the database manager has published this information on the internet, accreditation is complete, and the accredited distributor may provide this information to the distributor's customers.

15 ACCREDITATION TERM. The procedures contractually established by the quality system standard organization and the distributor will determine the term of accreditation and renewal of accreditation. The maximum term for distributor accreditation under this AC must be for 36 months with at least one surveillance audit during the 36-month term.

16 PROGRAM MONITORING. The Aircraft Maintenance Division and AIR will jointly monitor the effectiveness of this program by participating in, or conducting, assessments of the accrediting organizations and distributors on a periodic basis, as deemed necessary by the FAA. When a new quality systems standard or accreditation organization is added, the accreditation organization will notify the FAA prior to performing the first five audits, and the FAA may accompany the auditor on these audits. The POC is the Aircraft Maintenance Division, which can be contacted at 202-267-1675 or 9-AWA-AFS-300-Correspondence@faa.gov.

17 AC FEEDBACK FORM. For your convenience, the AC Feedback Form is the last page of this AC. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this AC on the Feedback Form.

Robert M. Ruiz
Acting Executive Director, Flight Standards Service

APPENDIX A. DOCUMENTATION MATRIX

Refer to AC 20-154, Guide for Developing a Receiving Inspection System for Aircraft Parts and Materials, Appendix B, Sample Aircraft Parts and Materials Documentation Matrix, for making a documentation determination based on the supplier of the part.

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Consumable materials intended to be consumed in the maintenance, alteration, or preventive maintenance of a product or article (e.g., tape, grease, paint, sealant, etc.).	Statement from seller as to identity.	Statement as to identity and that original seller's statement is on file.
Raw materials.	Physical and chemical properties reports traceable to heat code or lot number.	Original or certified true copy of the physical and chemical properties reports.
Standard parts.	Certificate of Conformity (C of C) from producer or seller verifying adherence to the appropriate requirements.	Original or certified true copy of the received C of C and statement that original or a copy of the original certified statement is on file.
New parts produced by a U.S. type certificate (TC) holder and produced under TC only.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original or a copy of the original certified statement is on file.
New parts produced by a U.S. Production Approval Holder (PAH) that are accompanied by airworthiness approval or that bear part marking required by 14 CFR part 45.	FAA Form 8130-3, Airworthiness Approval Tag, or part marking required by 14 CFR part 45.	Original or certified true copy of the regulatory airworthiness approval document or statement as to identity and condition for a part marked according to 14 CFR part 45.
New parts produced by a U.S. PAH that are not accompanied by airworthiness approval.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original or a copy of the original certified statement is on file.

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
New parts produced by a non-U.S. PAH and approved under the provisions of a bilateral agreement between the United States and a foreign country or jurisdiction.	Regulatory airworthiness approval document meeting the requirements of the bilateral agreement between the United States and the nation that issued the production approval; document should meet the requirements that were effective at the time that the part was imported into the United States.	Original or certified true copy of the regulatory airworthiness approval document.
Used parts that have been maintained under 14 CFR part 43 (including 14 CFR § 43.17).	Approval for return to service meeting provisions of 14 CFR § 43.9, § 43.11, or § 43.17 as applicable.	Original or certified true copy of the approval for return to service.
Used parts that have been maintained under foreign maintenance standards but not maintained under 14 CFR part 43.	Approval for return to service meeting the requirements of the foreign maintenance standards.	Original or certified true copy of the approval for return to service. The documentation should clearly identify the applicable airworthiness authority.
Used parts, products, and appliances without approval for return to service.	Certified statement from seller about identity and condition—must use an accurate descriptive term or narrative to describe condition, such as "as-is," or any other term that accurately describes the current condition and conveys to the distributor that the part may not meet other categories of this matrix.	Statement about identity and condition and that original or a copy of the original certified statement is on file. Must use an accurate descriptive term or narrative to describe condition, such as "as-is," or any other term that accurately describes the current condition and conveys to the transferee that the part may not meet other categories of this matrix.

APPENDIX B. SAMPLE DATABASE LETTER

(Company Name)
(Company Address)
(Phone Number)
(Fax Number)
(Point of Contact)
(Email Address)

(Date)

Dear Database Manager,

As management official of [Distributor Name], I hereby certify that [Distributor Name] will maintain and continue to follow their quality system as approved by the accreditation organization.

a) Only parts for which documentation is on file at this place of business, as described in AC 00-56C, Appendix A, 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 AC 00-56C and [quality system standards] on [date].

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

(Printed Name)
(Job Title)

_____
Signature

NOTE: A copy of the signed certification letter and a certificate from the accreditation organization must accompany the distributor's certification letter.