



Norman Quality Tools

AS9120B Distributor Quality Kit

SAMPLE PREVIEW

Gap tracker, traceability & CoC register, split-lot, shelf-life, flow-down and export classification logs, quality manual skeleton and CoC template — now with a worked example and an implementation guide.

What's inside
01 Distributor Workbook — gap tracker, traceability, split lots, shelf life, flow-downs, export log
02 Quality Manual Skeleton — manual structure
03 Traceability & Split-Lot Procedure — procedure
04 Certificate of Conformity — distributor CoC
Examples/ — filled-in worked example (fictional company)
Implementation Guide — order of steps, RACI, time estimates, 30/60/90 plan, audit-prep checklist, auditor findings, FAQ

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Pages that follow are excerpts. Example pages show fictional data.

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AS9120B Distributor Quality Kit: Implementation Guide

Step-by-step rollout for a small shop (about 10–50 people). Read this guide first.

Doc no.	Rev	Date	Approved by
NQT-A912-00	A	2026-10	_____

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Status note: IAQG is developing a revision, IA9120; it is not yet published (as of Oct 2026); no transition date has been set. Check the IAQG standards register. AS9120B, AS5553 and AS6081 are SAE standards; this kit cites clause numbers only.

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1. What is in this kit

File	Use it for
01 Distributor Workbook	gap tracker, traceability, split lots, shelf life, flow-downs, export log
02 Quality Manual Skeleton	manual structure
03 Traceability & Split-Lot Procedure	procedure
04 Certificate of Conformity	distributor CoC

2. Order of steps

Step	What to do	Kit file	Clause / ref.	Est. time (small shop)
1	Define scope and distribution services (split, repack, kitting)	01 Gap Tracker; 02	AS9120B 4.3	3–4 h
2	Run the gap tracker by clause	01 Gap Tracker	AS9120B 4–10	8–12 h
3	Draft the quality manual from the skeleton	02	AS9120B 4.4, 7.5	8–12 h
4	Stand up traceability & CoC chain register for every lot	01 Traceability; 03	AS9120B 8.5.2	4–6 h
5	Control split lots and repackaging	01 Split Lots; 03	AS9120B 8.5.2, 8.5.4	3–4 h
6	Track shelf life and storage	01 Shelf Life	AS9120B 8.5.4	2–3 h
7	Flow down customer requirements to supplier POs	01 Flow-down	AS9120B 8.4.3	3–4 h
8	Counterfeit avoidance; record export classifications from manufacturer/EO	01 Export Classification	AS9120B 8.1.4; AS5553/AS6081	4–6 h

9	Issue CoCs; internal audit; management review	04	AS9120B 9.2, 9.3	10-14 h
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Total effort: About 50-80 hours over 8-12 weeks for a small distributor.

3. Who owns what (RACI)

R = Responsible, A = Accountable, C = Consulted, I = Informed. Rename roles to fit your org chart; one person often wears several hats.

Activity	Quality Mgr	GM / Owner	Warehouse Lead	Purchasing	Sales/Customer Svc
Scope & manual	R	A	C	C	I
Traceability register	A	I	R	C	I
Split lots & repack	A	I	R	I	I
Shelf life	A	I	R	C	I
Flow-downs	A	I	I	R	C
Counterfeit avoidance	A/R	C	C	R	I
Export classification log	A	C	I	R	C
CoC issue	A	I	R	I	C

EXAMPLE Traceability & CoC chain register

AS9120B Distributor Quality Management System Kit v1, Rev A (2026-10) | Norman Quality Tools | Template, not legal or regulatory advice (export-control items) and not certification

[illegible]



EXAMPLE – FICTIONAL DATA — Example Precision Machining LLC is fictional. Names, part numbers and dates are invented to show how the form is completed.

Document control

Doc no.	Rev	Date	Approved by
EPM-A912-03	B	2026-03-12	Ken Albright, General Manager

Traceability, Split-Lot & Repackaging Procedure

AS9120B Distributor Quality Management System Kit - Document 03 - Rev A (2026-10)

1. Purpose and scope

Keep an unbroken record from the manufacturer to our customer for every lot, including split and repackaged quantities.

2. Responsibilities

Role	Responsibility
Quality manager	Owns this procedure; approves exceptions and releases held lots; reviews the Traceability register monthly
Warehouse lead	Performs split, repack and labeling in the designated area; keeps the Split Lots log; holds lots missing chain documents and notifies Quality

3. Procedure

1. Receive: record lot, date code, source and certifications in the Traceability register.
2. Hold any lot with missing chain documents; independent-source parts follow the counterfeit avoidance plan (AS5553/AS6081 as the customer requires).
3. Split or repack only in the designated area; one lot at a time.
4. Give each child pack its own number linked to the parent lot; copy the source cert.
5. Label with part #, lot, date code, qty, shelf-life expiry where applicable.
6. Issue our CoC referencing the manufacturer's certification.

4. Records

- Traceability register
- Split Lots log
- CoC copies

5. Revision history

Rev	Date	Change	Approved
A	2026-03-02	Initial issue from NQT template	Ken Albright
B	2026-03-12	Adopted for Example Precision Machining LLC distribution desk; responsibilities split by role	Ken Albright



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Document control

Doc no.	Rev	Date	Approved by
EPM-A912-04	B	2026-03-12	Ken Albright, General Manager

Distributor Certificate of Conformity

AS9120B Distributor Quality Management System Kit - Document 04 - Rev A (2026-10)

Customer	Fictional Aero Systems Inc.	Customer PO	FAS-88730
Our order #	SO-26-0217	Date	2026-03-12

Line	Part # / rev	Manufacturer	Lot / date code	Qty	Mfr cert ref
1	NAS1352-3-8 (example) / —	Sample Fastener Mfg. Co. (fictional)	Lot SF-7781 / DC 2601	500	SF-CoC-7781

We certify that the items above were procured, stored and handled under our quality management system, are traceable to the manufacturer listed, and conform to the purchase order requirements. Edit to your actual statement and flowed requirements.

Role	Name	Signature	Date
Authorized quality representative	Dana Whitfield	(signed)	2026-03-12

Revision history

Rev	Date	Change	Approved
A	2026-03-02	Initial issue from NQT template	Ken Albright
B	2026-03-12	Adopted for Example Precision Machining LLC distribution desk; signature block completed	Ken Albright