

AS9120B Distributor Quality Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not legal or regulatory advice (export-control items) and not certification. Keep the **Examples** folder open beside your blank files; it shows the workbook, procedure and CoC filled in for a fictional company.

About 50–80 hours over 8–12 weeks for a small distributor. Do these steps in order:

1. **Open the guide first.** Open **00_Start_Here_README.pdf**. It lists every file, the nine steps, who owns what, a 30/60/90-day plan and an audit-prep checklist.
2. **Set scope and run the gap tracker.** In **01_AS9120B_Distributor_Workbook.xlsx**, list your distribution services, then work the Gap Tracker by clause with evidence, owner, status and due date.
3. **Draft the manual.** Build your manual from **02_Distributor_Quality_Manual_Skeleton.docx**.
4. **Trace every lot.** On the Traceability sheet, record source, manufacturer CoC and chain documents for every lot. Hold any lot with missing chain documents (**03_Traceability_and_Split_Lot_Procedure**).
5. **Control split lots.** Give each child pack its own number linked to the parent lot, copy the source cert and verify the label on the Split Lots sheet.
6. **Shelf life and flow-downs.** Track expiry on the Shelf Life sheet and segregate expired stock. Log customer requirements and check they reach the supplier PO before release.
7. **Record export classifications.** Record what the manufacturer or your empowered official determined. Don't self-classify.
8. **Issue CoCs, audit and review.** Issue **04_Certificate_of_Conformity_Template** for each shipment, then hold an internal audit and management review before booking your registrar.

Stuck? See normanqualitytools.com for support options. Not sure about an export classification? Use the manufacturer's or your empowered official's determination, and get qualified help.

Independent guidance. Not affiliated with or endorsed by SAE International, IAQG, the U.S. DDTC or BIS, or any registrar. Clause numbers are for navigation only; buy AS9120B, AS5553 and AS6081 from SAE. IAQG is developing IA9120; it is not yet published and no transition date has been set. Keep using AS9120B until your registrar sets a transition.

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