

AAQG RMC Procedure 100

Revision Letter: C

Revision Date: 04-MAY-2012



AAQG RMC Procedure Development and Maintenance

Purpose/Summary:

The Americas Aerospace Quality Group (AAQG) Registration Management Committee (RMC) shall establish formal operating procedures to consistently govern its operation in compliance with the 9104 series of standards. The AAQG RMC is responsible for the management, review, approval, implementation and modification of the AAQG RMC operating procedures. This procedure defines the process to establish, manage, review, revise, approve, implement, and maintain AAQG RMC operating procedures.

Definitions:

N/A

Acronyms:

AAQG	Americas Aerospace Quality Group
RMC	Registration Management Committee
DSL	Documentation Sub-team Leader

Process Flow:

N/A

Responsibilities:

- 1.0 The AAQG RMC shall appoint a Documentation Sub-team Leader (DSL) to serve as the administrator and general custodian of procedures that define and govern AAQG RMC activities and functions.
- 2.0 The DSL, or delegate(s), will have the responsibility to periodically review active procedures for accuracy, applicability and effectiveness as defined in the maintenance section of this procedure.
- 3.0 The DSL may assign specific procedure creation and / or revision responsibilities to individuals or teams as necessary.
- 4.0 AAQG RMC operating procedures are implemented by AAQG RMC working teams, sub-committees or with projects.

Procedure Requests:

- 6.0 Any member of the AAQG RMC may request or suggest the need for a formal procedure in order to provide clarity and consistency to an AAQG RMC activity or function. Formal procedures are typically created for, but not limited to, repetitive and / or complicated activities and functions.



AAQG RMC Procedure Development and Maintenance

- 6.1 Procedure requests / suggestions shall be submitted to the DSL in writing. *Note: Electronic submittal via email is permissible.*
- 6.2 The DSL shall review the request to determine if the need for formal procedure is warranted.
- 6.3 If the DSL cannot individually determine if the need for a formal procedure exists, the DSL shall present the request to the AAQG RMC votine members for consensus. *Note: Electronic submittal via e-mail is permissible.*
 - 6.3.1 The voting period shall not exceed 2 weeks.
 - 6.3.2 A positive vote shall result from a majority (>50%).
 - 6.3.3 The voting activity must be documented by the DSL.
- 6.4 If the DSL determination or AAQG RMC vote result supports the need for a formal procedure the DSL shall appoint an individual or team to develop it.
- 6.5 If the DSL determination or AAQG RMC vote result DOES NOT support the need for a formal procedure, the DSL shall respond to the requestor in writing and provide justification for the decision. *Note: Electronic submittal via email is permissible.*

Procedure Creation:

- 7.0 AAQG RMC Procedures shall be written using the AAQG Procedure 100 as a Template.
 - 7.1 Newly developed written procedures shall be presented to the DSL in draft form for initial format review and comment.
 - 7.1.1 If any formatting errors are discovered during the initial format review the DSL will provide comments to the writer(s).
 - 7.1.2 The writer(s) of the procedure must respond to formatting comments and correct any formatting errors that may have been identified.
 - 7.2 Once the procedure is correctly formatted it shall be presented to the AAQG RMC voting members by the DSL for their review and comment.
 - 7.2.1 AAQG RMC voting members shall have a minimum of two weeks to review and comment on the procedure content.
 - 7.2.1.1 AAQG RMC voting members reserve the right to waive the 2 week review period.

AAQG RMC Procedure 100

Revision Letter: C

Revision Date: 04-MAY-2012



AAQG RMC Procedure Development and Maintenance

- 7.2.2 The DSL shall serve as the administrator during the review period to ensure that all reviewer comments are appropriately addressed.
- 7.2.3 Once all of the reviewer comments have been addressed the DSL shall submit the procedure to the AAQG RMC voting members for ballot.

Procedure Approval:

- 8.0 New or revised procedures that have undergone an initial formatting review by the DSL and content / process review by the AAQG RMC voting members shall be submitted to the AAQG RMC voting members by the DSL for an approval decision.
 - 8.1 Newly created or revised procedures may be presented to the AAQG RMC voting members for ballot during a face-to-face meeting, via teleconference, or via email.
 - 8.1.1 The voting period shall not exceed 2 weeks.
 - 8.1.2 A positive vote shall result from a majority (>50%).
 - 8.1.3 The voting activity must be documented by the DSL.
 - 8.2 Approved procedures shall include:
 - 8.2.1 Reference Procedure Number. Numbering Convention (AAQG RMC Procedure XXX; number will be obtained by DSL).
 - 8.2.2 Title of Procedure.
 - 8.2.3 Revision Letter (sequential letter, not number, start with "A" on original release).
 - 8.2.4 Date of Issue (DD-MM-YYYY).
 - 8.3 Procedures that are not approved shall be identified as "unapproved" and returned to the writer(s) by the DSL with justification supporting the reason for disapproval.

Procedure Records:

- 9.0 The DSL shall serve as the administrator during procedure development or revision. Records of all procedure activity shall be maintained by the DSL. Records shall be maintained for a minimum period of six years.



AAQG RMC Procedure Development and Maintenance

- 9.1 The DSL shall identify active procedures by listing them on the AAQG RMC Document Register. The AAQG RMC Document Register shall exhibit:
 - 9.1.1 AAQG RMC Procedure Number.
 - 9.1.2 AAQG RMC Procedure Title.
 - 9.1.3 Responsible Person (person responsible for procedure maintenance, DSL, or delegate).
 - 9.1.4 AAQG RMC Procedure Revision Letter and Date of Issue (sequential revision letter and date in DD-MM-YYYY format).
 - 9.1.5 Date of most recent AAQG RMC Procedure review.

Procedure Maintenance:

- 10.0 The AAQG RMC Document Register and all approved RMC Procedures on the AAQG RMC web page for viewing and reference by AAQG RMC Members (voting and non-voting).
 - 10.1 The AAQG RMC Document Register shall be maintained on the AAQG RMC web page by the DSL.
 - 10.1.1 The Document Register shall reside as a file within the RMC Policies and Procedures Folder under the Committee Work Area tab, which is selectable by AAQG RMC Members (voting and non-voting) from the AAQG RMC Home Page.
 - 10.2 The AAQG RMC Procedures shall be maintained on the AAQG RMC web page by the DSL.
 - 10.2.1 AAQG RMC Procedures shall reside within the RMC Policies and Procedures Folder under the Committee Work Area tab, which is selectable by AAQG RMC Members (voting and non-voting) from the AAQG RMC Home Page.
 - 10.3 Procedures shall be reviewed for continued applicability and effectiveness by the DSL or individuals or teams appointed by the DSL.
 - 10.3.1 RMC Procedure review activity shall be prompted when:
 - 10.3.1.1 Standards or other procedures associated with or referenced within a procedure change.
 - 10.3.1.2 Statutory or regulatory requirements associated with or referenced within a procedure change.

AAQG RMC Procedure 100

Revision Letter: C

Revision Date: 04-MAY-2012



AAQG RMC Procedure Development and Maintenance

10.3.1.3 Once every two years.

10.4 Evidence of procedure review shall be recorded by the DSL on the AAQG RMC Document Register as described in Section 9.1.5.

10.5 If the need to revise a procedure is identified during a review, a revision request or suggestion shall be submitted to the DSL for processing in accordance with the Procedure Creation process described in Section 8.

11.0 The record(s) associated with this procedure are as follows:

Record Description	Location	Responsible Holder	Retention Period
AAQG RMC Document Register	RMC Website – AAQG RMC Policies and Procedures Folder	AAQG RMC Documentation Sub-Team Leader	6 years
AAQG RMC Procedures	RMC Website – AAQG RMC Policies and Procedures Folder	AAQG RMC Documentation Sub-Team	6 years