
Purpose/Summary:

This procedure defines the process for the Approval, Recognition, Certification and/or Authentication of Accreditation Bodies (ABs), Auditor Authentication Bodies (AABs), Training Provider Approval Bodies (TPABs), Training Providers (TPs), Training/Competency Courses, Certification Bodies (CBs), and Aerospace Quality Management System (AQMS) Auditors as well as the process for Suspension and Withdrawal of Approval, Recognition, Certification or Authentication by the AAQG Registration Management Committee Auditor Review (RMCAR) Team.

Role of the Registration Management Committee Auditor Review (RMCAR) Team:

1. To support the Registration Management Committee (RMC) with approval/denial decisions for applicant Accreditation Bodies (AB), Auditor Authentication Bodies (AAB), and Training Provider Approval Bodies (TPAB), as well as the concurrence with the decisions on Training Providers (TP), Training/Competency Courses, Certification Bodies (CB), and Aerospace Quality Management System (AQMS) Auditors.
2. Support ongoing oversight to ensure that the processes utilized by approved ABs, AABs, and TPABs are executed and maintained in compliance with industry requirements.

This ongoing oversight is accomplished through process verification measures such as periodic or continual reviews of AB, AAB, and/or TPAB approval decisions. The actions of the committee are not an approval of the individuals or organizations that have applied to the AB, AAB, and/or TPAB but rather serve to verify that the decisions made by these bodies meet applicable requirements. Because RMCAR Members have no direct engagement in the execution of these processes and do not make the final decisions on behalf of ABs, AABs, and/or TPABs, team members remain independent and qualified to support other sector oversight activity without conflict.

Definitions / Acronyms:

AA	Aerospace Auditor
AAB	Auditor Authentication Body
AAQG	Americas Aerospace Quality Group
AB	Accreditation Body
AEA	Aerospace Experienced Auditor
AIEA	Aerospace Industry Experience Auditor
AQMS	Aerospace Quality Management System
CB	Certification Body
ICOP	Industry Controlled Other-Party
OASIS	Online Aerospace Supplier Information System
OPMT	Other Party Management Team
RMC	Registration Management Committee
RMCAR	Registration Management Committee Auditor Review
SMS	Sector Management Structure
TP	Training Provider
TPAB	Training Provider Approval Body

Process Flow:

See figures 1, 2, and 3 for supporting process flows.

Applicable Standards (Latest Revisions Apply):

AS9104/1 *"Requirements for Aviation, Space, and Defense Quality Management System Certification Programs"*

AS9104/2 *"Requirements for Oversight of Aerospace Quality Management Systems Registration/Certification Programs"*

AS9104/3 *"Requirements for Aerospace Auditor Competency and Training Courses"*

Requirements:

1.0 RMCAR AB / AAB / TPAB Application Review Process

Applications for AB, AAB and TPAB recognition, approval and re-approval are presented to the RMCAR Committee Chair by the AB, AAB or TPAB.

- 1.1 The RMCAR Committee Chair or delegate sends notification of the applications to the review team.
- 1.2 Each member of the RMCAR Committee reviews the application and votes to approve recognition or disapprove recognition, with comments supporting the decision if disapproved. Votes are reviewed and compiled by the RMCAR Committee Chair or a delegate. These evaluations by the RMCAR Committee ensure that an AB meets the requirements defined in section 5 of AS9104/1; particularly with respect to the decision-making process and defined competence requirements, which is verified annually through oversight of the AB to the requirements AS9104/1. The AAB and TPAB are evaluated to the requirements of AS9104/1 and AS9104/3. Only AAB's approved by the RMCAR Committee shall qualify for AQMS auditor evaluation, authentication, and re-authentication.
- 1.3 Those that participate in the evaluation or make a decision to approve, suspend or withdraw an AB, AAB or TPAB shall not have participated in the development of the management systems, processes, or in the work of the AB, AAB or TPAB for a minimum period of two years before the decision. Furthermore, they shall not have any personal, contractual, voluntary, or formal relationship with the AB, AAB or TPAB that would present a potential conflict of interest to the impartiality of the decision.
- 1.4 The RMCAR Committee Chair or a delegate is responsible for notifying the RMC Chair as to the approval/disapproval decision for the AB, AAB, or TPAB. The RMCAR Committee Chair (or designee) will provide notification (electronic or hard copy) to the RMC Chair and applying entity. Copies of all AB, AAB, or TPAB application response letters will be retained on the Registration Management Committee (RMC) member private website. The records shall be maintained for a minimum of six years. The RMCAR Committee Chair assures that AB's, TPAB's and AAB's approved by the SMS are identified in the OASIS database.
- 1.5 AAB's shall establish and maintain documentation for the use of AAB's marks and logos and submit for approval to the Auditor Review Committee.
- 1.6 A minimum of seven approving votes with zero disapproving votes of the RMCAR committee members, are required for all application approvals.

2.0 RMCAR Training / Competency Course Review Process

For review of training/competency courses, a subset of the RMCAR Committee will conduct the review. The review team will consist of at least two reviewers. Review results will be forwarded

to the TPAB by the RMCAR Committee Chair or delegate. To support industry specific training course reviews by the RMCAR Committee, TPABs shall have an appeal/complaint resolution process. The TPAB shall facilitate all training provider appeals with the RMC.

3.0 RMCAR CB Application Review Process

Applications for CBs will be reviewed and approved by an AAQG recognized AB. The AB will forward notification of approval of the CB to the Auditor Review Committee for recognition and response.

RMC review of approved CBs will be performed during annual office assessment of the respective AB.

4.0 All application reviews performed by the RMCAR shall be completed within 15 calendar days of the request date.

5.0 AQMS Auditor Authentication Oversight

Oversight of auditor authentication by the AAB is conducted by the RMC via periodic application sampling and/or during the annual office audit as determined by the RMCAR Chair.

5.1 When performing quarterly sampling, the RMCAR Team shall select a minimum of two AEA applications for verification.

5.1.1 When performing office assessments of the AAB, the RMCAR Team shall select a minimum of six initial applications (of any auditor grade) and may include additional review of re-authentication applications.

5.2 Results of reviews will be communicated to the AAB.

5.3 Corrective action is required for any negative results identified as defined below:

5.3.1 A single event of failed concurrence during a quarterly review shall require containment by the AAB (follow-up will occur on these actions during the annual review).

5.3.2 Multiple events of failed concurrence during a quarterly review (or across a rolling 12 month period) shall require formal corrective action.

5.3.3 Failures identified during office assessments shall be handled in accordance with 9104/2.

5.4 All quarterly oversight activity decisions require the concurrence of a minimum of 3 team members with zero dissenting decisions.

5.5 The RMCAR may perform enhanced oversight in lieu of or in addition to the oversight listed above at its discretion. The decision to perform enhanced oversight shall be approved by 60% of the Auditor Review Team.

6.0 Appeals

** Refer to RMC Procedure 101 for the Appeal Process.*

7.0 Suspension / Withdrawal

The RMCAR Committee may recommend the suspension or withdrawal of an AB, CB, AAB, TPAB, TP or AQMS auditor's approval. Such decisions are based upon, but not limited to, poor performance, nonconformance to requirements, or falsification of data. Information used to make suspension/withdrawal recommendations along with supporting objective evidence will be provided to the relevant entities.

The AB, CB, AAB, TPAB or AQMS auditor has the right to appeal this decision.

When an AB, CB, AAB, TPAB or AQMS auditor's approval is withdrawn, any application to the RMCAR Committee for re-approval shall be rejected for a period of 12 months from the date of withdrawal.

7.1 The AAQG RMC shall report to the IAQG OPMT, OASIS database administrator, and other applicable entities of the AAQG, notification of suspension or withdrawal of ABs, CBs, AAB, and TPABs.

8.0 Auditor Information

Where an authenticated AQMS auditor competency issue is identified, in relation to AQMS certification audits, and when deemed appropriate by the RMCAR Committee, the results of the aerospace witness assessments and associated data may be shared with the AAB responsible for the subject auditor's aerospace authentication.

9.0 RMCAR Records

The RMCAR Committee Chair maintains records of the team's AB/CB /TPAB/AAB/Training/Competency Course approval/disapproval decisions, AQMS auditor concurrence/non-concurrence decisions, and AAB oversight results for a minimum of six years unless otherwise specified. Records are retained on the RMCAR website (beginning March 2013).

10.0 AB / AAB / TPAB Records

ABs, AABs, and TPABs maintain sufficient records to demonstrate conformity with AS9104/1 and AS9104/3. Recognized CBs, TPs and AQMS auditors shall be identified in the OASIS database by the responsible AB, TPAB, or AAB.

11.0 Re-Authentication

The RMCAR does not directly participate in the re-authentication of AQMS auditors but is subject to periodic oversight.

12.0 Records

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

Record Description	Location	Responsible Holder	Retention Period
AB, AAB, or TPAB application response letters	RMCAR Private Website	RMCAR Committee Chair	6 years
Appeals	RMCAR Private Website	RMCAR Committee Chair	6 years
Suspension or Withdrawal of ABs, CBs, AAB, TPABs and AQMS Auditors by the RMC	RMCAR Private Website	AAQG RMC Committee Chair	6 years
AB, AAB and TPAB Recognition by the RMC	RMCAR Private Website	AAQG RMC Committee Chair	6 years
AB, CB, TPAB, AAB, AQMS Auditor and Competency Course Approval/Disapproval Decisions by the RMC	RMCAR Private Website	RMCAR Committee Chair	6 years
Approval record for re – authentication of AB Auditors	RMCAR Private Website	RMCAR Committee Chair	6 years
Approval record for non-AB Auditors (delegated to AAB)	AAB	AAB	6 years
Oversight Records	RMCAR Private Website	RMCAR Committee Chair	6 Years

Figure 1 – RMCAR Approval of AB’s, AAB’s, and TPAB’s

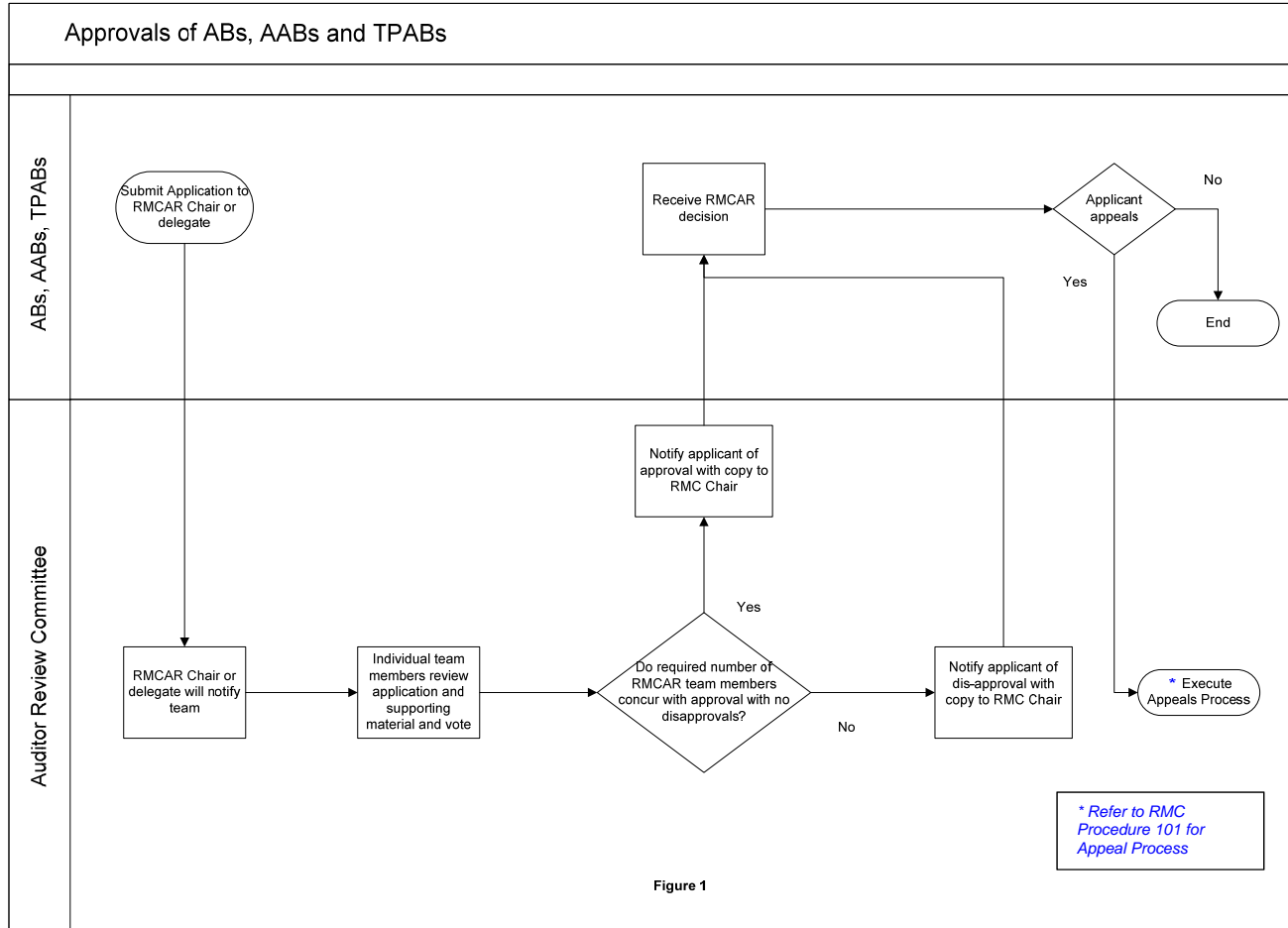


Figure 2 – RMCAR Oversight of the CB Approval Process

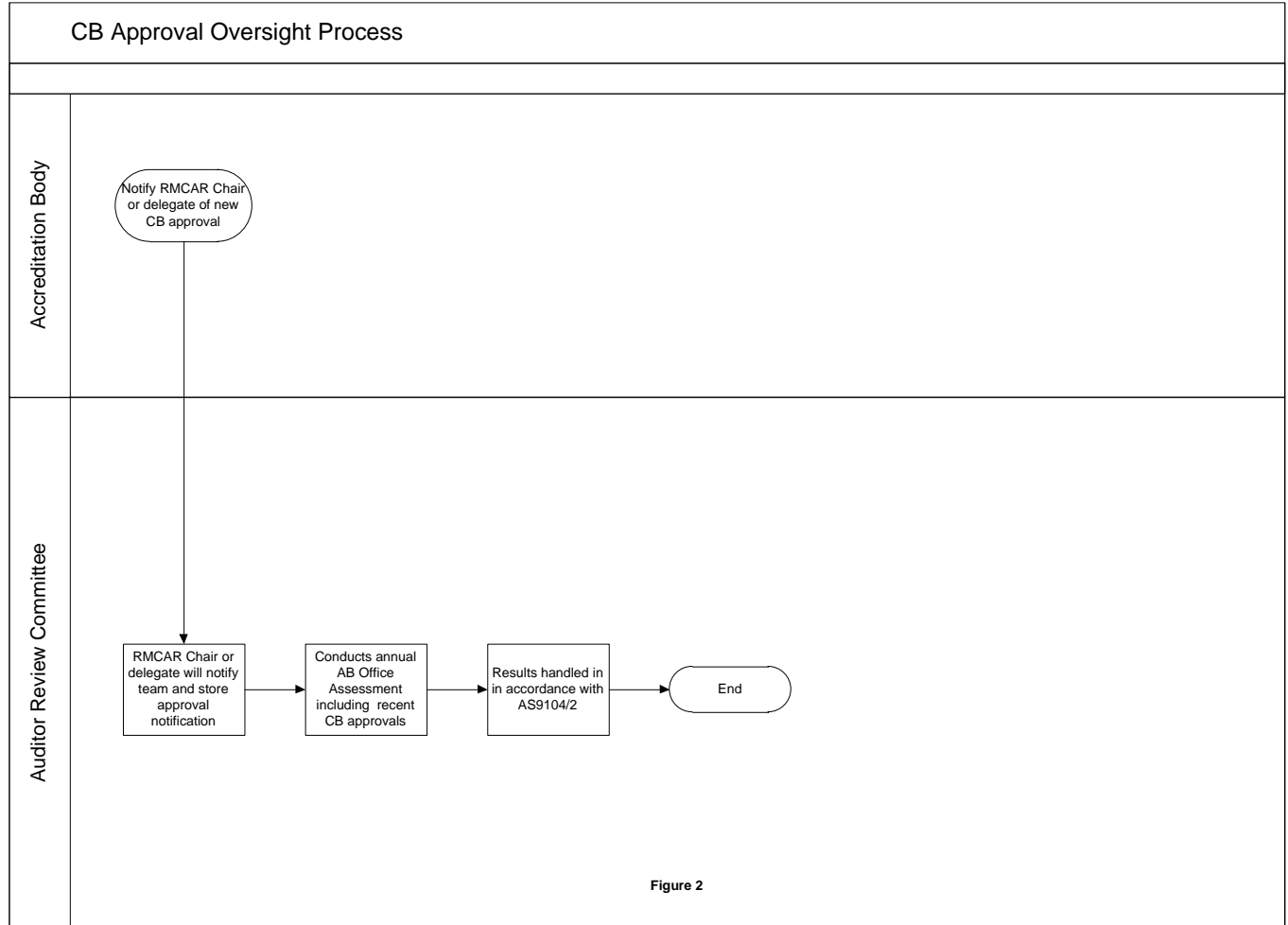


Figure 3 – RMCAR Concurrence with Authentication Body Approval Recommendations

