

AEROSPACE INFORMATION REPORT

SAE AIR5359

REV.
A

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Requirements for Registration of Quality Systems to AS9000 or AS9100

INTRODUCTION

The aerospace industry requires that all elements of the production and supply chain operate to levels of quality and performance that assure safe and reliable products. Quality systems must be designed to assure that all aspects of the design, manufacture and support of aerospace products meet their intended functions. In parallel with the aerospace industry's development of quality systems, as a means of ensuring that products comply with exacting requirements, equal importance has been attached to the role of quality systems assessment.

The Americas Aerospace Quality Group (AAQG) in cooperation with many aerospace companies developed specific requirements for quality systems that are to be implemented and maintained by the complete production and supply chain in the manufacture of products used in aviation and space applications. This AIR was developed by the aerospace industry to standardize requirements and aid the potential pooling of resources, recognizing the highly professional and effective assessment of quality systems by the aerospace industry with oversight by the regulatory agencies of the Government. These requirements provide for continued integrity and credibility in the registration of those quality systems while recognizing the wealth of experience accrued by aerospace companies over many decades.

Members of the AAQG, aerospace industry companies, and suppliers, the approved Accreditation Bodies and Registrars approved by an Accreditation Body are approved to use this procedure. This procedure addresses the following issues:

- a. assessment of quality systems by accredited Registrars
- b. the principles for determining the content and duration of assessments
- c. reporting and control of nonconformance
- d. the form of registration recommendations
- e. minimum standards of qualification and experience for aerospace auditors employed by Registrars
- f. authentication of auditors by Registrars, Accreditation Bodies and the AAQG
- g. sharing of audits between OEMs using a 2nd party shared method

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1. SCOPE:

These requirements are applicable to Accreditation Bodies, Registrars and OEMs, when specified by an aerospace company requiring assessment and/or registration of their quality system in accordance with the requirements of this document.

The quality management system standard shall be AS9000 or AS9100 and shall be applied to the organization's complete Quality System that covers aerospace products.

1.1 Purpose:

The purpose of this procedure is to outline the process for providing aerospace companies and their suppliers with assessment and registration of their quality systems, by accredited Registrars. It will also provide requirements for auditing organizations to AS9000 or AS9100.

2. REFERENCES:

2.1 SAE Publications:

Available from SAE, 400 Commonwealth Drive, Warrendale, PA 15096-0001 or www.sae.org.

AIR5493	Aerospace Information Report - Requirements for Approval of an Aerospace Quality Management Systems Auditor Training Course
AS9000	Aerospace Standard - Aerospace Basic Quality System Standard
AS9100	Aerospace Standard - Quality Systems - Aerospace - Model for Quality Assurance in Design, Development, Production, Installation and Servicing
AS9101	Aerospace Standard - IAQG Quality System Assessment

2.2 ANSI Publications:

Available from ANSI, 11 West 42nd Street, New York, NY 10036-8002.

ISO 8402	Quality - Vocabulary
ISO 9001	Quality Systems - Model for Quality Assurance in Design, Development, Production, Installation and Servicing
ISO 9002	Quality Systems - Model for Quality Assurance in Production, Installation and Servicing
ISO 9003	Quality Systems - Model for Quality Assurance in Final Inspection and Test
ISO 9004-1	Quality Management and Quality System Elements - Guidelines
ISO 10011-1	Guidelines for Auditing Quality Systems - Auditing
ISO 10011-2	Guidelines for Auditing Quality Systems - Qualification Criteria for Quality System Auditors
ISO 10011-3	Guidelines for Auditing Quality Systems - Management of Audit Programs

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2.2 (Continued):

ISO/IEC Guide 61	General Requirements for Assessment and Accreditation of Certification/Registration Bodies
IAF	IAF Guidance on the Application of ISO/IEC Guide 61
ISO/IEC Guide 62	General Requirements for Bodies Operating Assessments and Certification/Registration of Quality Systems
IAF	IAF Guidance on the Application of ISO/IEC Guide 62
ANSI-RAB R1	National Accreditation Program Criteria for Bodies Operating Registration of Quality Management Systems (latest revision)

3. DEFINITIONS:

3.1 AAQG:

Americas Aerospace Quality Group - An SAE Aerospace Council subcommittee (G-14) of prime aerospace Original Equipment Manufacturers (OEMs). This group is chartered to develop common requirements for use by the aerospace industry for quality improvement.

3.2 AEROSPACE:

For the purpose of this procedure "Aerospace" is defined as the business of design, manufacture, overhaul, distribution and support of aerospace vehicles and engines, accessories and component parts, all ancillary and allied businesses including aerospace vehicle operations.

3.3 AEROSPACE PRODUCT:

"Aerospace Product" shall mean an aircraft, rotorcraft, guided weapon, spacecraft, other product designed to travel through the air, inside or outside the ground effect, or to travel outside the influence of the earth's atmosphere or major components of these products.

3.4 AUDITOR:

An "Auditor" shall refer to an auditor that has met the requirements set forth in paragraph 7.1 of this document. Auditors conducting audits for OEMs in support of recognized shared audits at suppliers may be referred to as "Aerospace Auditors" provided they meet the OEM's requirements which are to be the same as or similar to paragraph 7.1.

3.5 AEROSPACE EXPERIENCE AUDITOR:

An "Aerospace Experience Auditor" shall refer to an auditor that has met the requirements set forth in paragraph 7.2 of this document. Auditors conducting audits for OEMs in support of recognized shared audits at suppliers may be referred to as "Aerospace Experience Auditors" provided they meet the OEM's requirements which are to be the same as or similar to paragraph 7.2.

3.6 REGISTRAR MANAGEMENT COMMITTEE (RMC):

The Registrar Management Committee (RMC) as used in this procedure is defined as three (3) members of the AAQG and one (1) Member of the Accreditation Body and two (2) members of the Independent Association of Accredited Registrars (IAAR) on a limited basis. Further definition is in Section 9 of this document.

3.7 ANSI-RAB:

ANSI - American National Standards Institute, RAB-Registrar Accreditation Board - National Accreditation program has the primary responsibility for the accreditation of Registrars in the United States to issue certifications/registrations to Quality Management Systems standards. ANSI-RAB is a member of the International Accreditation Forum (IAF).

3.8 REGISTRAR(S):

A party that audits and registers the quality management system of organizations with respect to published quality management system standards and any supplementary documentation required under the system. Outside North America they are commonly referred to as certification bodies.

4. GENERAL:

4.1 The requirements stated herein shall be based on the latest versions of the documents found in Section 2.

4.2 Aerospace additional requirements and supplementation is shown in AS9000 or AS9100 as boldface items. These items are in addition to ISO 9001 elements and should be applied in the organization's quality system.

4.3 Data (in the form of checklists, approvals or other company specific information) generated by this procedure shall be handled as "confidential" between the parties generating, collecting, or using the data. Companies using this data shall keep its usage confidential both internally and externally, unless otherwise agreed by the parties. However, this data may be subject to audit or review at any time by government or regulatory bodies.

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5. REQUIREMENTS FOR ACCREDITATION BODIES:

- 5.1 The responsibilities of the Accreditation Body shall be to review and recommend approval of the Registrars to the requirements of this document. The Accreditation Body shall approve the use of "marks" and logos for use on certificates of approval. The Accreditation Body shall work with the AAQG to give assurance that Registrars continue to perform in a manner consistent with the requirements contained herein. For the purposes of this document the Accreditation Body shall be considered to be ANSI-RAB for the U.S.A. Unless changes by the AAQG. Other Accreditation Bodies that are signatories to the IAF (International Accreditation Forum) MLA (multi-lateral agreement) may also use this document to approve Registrars with AAQG approvals. Accreditation Bodies shall be in accordance with ISO/IEC Guide 61 and IAF Guidance on ISO/IEC 61.
- 5.2 Accreditation Bodies must prepare an Application for completion and submission to the Accreditation Body by a registrar desiring to become AS9000 or AS9100 accredited. This Application must incorporate the main principles of this AIR5359 document to provide the Accreditation Body with confidence that the registrar has developed the necessary documented process to meet AIR5359 requirements. All information required by the Application must be appropriate and acceptable prior to submission of the registrar to the RMC for consideration of approval.

6. REQUIREMENTS FOR REGISTRARS:

- 6.1 Registrars seeking AS9000 or AS9100 accreditation under this procedure must first be accredited in accordance with ISO/IEC Guide 62 and IAF Guidance on ISO/IEC Guide 62 for ISO 9001 and/or ISO 9002 for at least a year prior to submitting an application. As such, the registration body shall have been successfully assessed for conformance to ISO/IEC Guide 62 and ISO 10011, Parts 1, 2, and 3. A registrar must complete the Accreditation Body's application for AS9000 and/or AS9100 and submit that application, along with auditor applications, for review and acceptance by the Accreditation Body prior to gaining any endorsement or approval by the RMC.
- 6.2 Accreditation requirements shall include, among other things, evidence that the registrar's management committee or advisory group have person(s) with aerospace background and knowledge. A registrar may or may not already be approved by the Accreditation Body for the scope category of aerospace represented by Scope Sector 21 (NACE DM 35.3) (formerly U.S. SIC Code 372 and 376) in accordance with Accreditation Body procedures and requirements. The Registrar shall have qualified auditors and/or technical experts engaged in registration activities. Requirements for Registrars to obtain AS9000 or AS9100 accreditation shall include as a minimum:

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6.2 (Continued):

- a. The Registrar must use an auditor-training program that complies with AIR5493 and records thereof for AS9000 or AS9100 requirements. Content of the training program as defined by the AAQG is:
 - AS9000 and/or AS9100 (the standard)
 - AS9000 Appendix 1 or AS9101 (the checklist) or equivalent
 - AIR5359 (this document)
 - AIR5493 Training Requirements
 - Civil Aviation Authority requirements (such as FAA Title 14 CFR Part 21 or equivalent per the national CAA) and applicable advisory material
- b. Registrars shall document their auditor training program (per AIR5493) and it shall be reviewed and approved by the Accreditation Body during the accreditation process.
- c. The registrar must utilize approved auditors as defined in Section 7 of this document. The registrar audit team must meet the requirements of Section 8 of this document.
- d. The registrar must have the specific procedures, tools and techniques in its systems for performing audits at aerospace organizations per Accreditation Body and AAQG requirements (e.g., AS9000 or AS9100, Appendix 1 or AS9101 checklist, briefing notes, etc.) and Section 8 of this document.
- e. The basis for Accreditation Body approval of Registrars to AS9000 or AS9100 shall include a witness audit of a registrar team per the Accreditation Body(ies) operating procedures.
- f. The registrar agrees to periodic surveillance audits by the Accreditation Body(ies) and by AAQG. Accreditation bodies shall conduct annual Surveillance audits of Registrars holding AS9000 or AS9100 accreditation, per Accreditation Body guidelines. AAQG member companies shall perform oversight of Registrars used by their suppliers and report results to the RMC.
- g. The registrar must agree to the "Right of Access" by AAQG member companies, Accreditation Body(ies) and other regulatory or Government bodies for the purpose of establishing that the correct criteria and methods were used in issuing organization approvals to AS9000 or AS9100. This also includes information or records pertaining to Accreditation Body approval of the registrar.
- h. No certificates or approvals to AS9000 or AS9100 or any combination of AS9000 or AS9100 with ISO 9001 or 9002 shall be issued unless all major and minor nonconformities have been satisfactorily corrected with the root cause analysis and corrective action verified by the registrar.
- i. The registrar must leave copies of all information pertaining to the audit results (including checklists, findings, supporting documents, or other correspondence) with the organization for the purpose of the organization sharing this information with their customers.

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6.2 (Continued):

- j. No registrar shall be allowed to certify an organization to AS9000 or AS9100 with whom the registrar or a related boy has provided consulting services related to registration within the past two years. In addition, any individual who has, in the past two years, provided consulting services to an organization, shall have no involvement with the AS9000 or AS9100 registration of that organization. Where there might appear to be a conflict of interest, either through consulting or the offering of training to a potential client this shall be disclosed to the Accreditation Body and RMC prior to performing the registration process to determine if there is a conflict of interest.

NOTE: If a registrar performs training for an organization for which it will provide registration services, the training must be conducted and managed separately from the registrar's registration program. In addition any training of auditors for AS9000 or AS9100 shall be conducted in accordance with AIR5493.

7. REQUIREMENTS FOR AUDITORS:

7.1 Auditors:

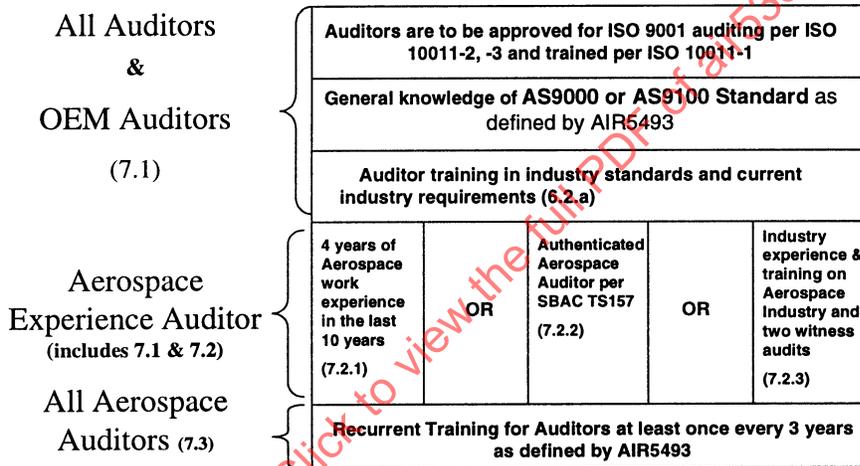
Auditors of Quality Systems shall, as a minimum, continually meet the education, training, work experience and audit experience of ISO 10011-1 and -2 and continually have the following:

- a. Auditing Experience: To have participated in at least 4 audits for a minimum of 20 days, that cover all the elements of the ISO 9001 standard or the AS9000 or AS9100 standard within the last 3 years and has the ability to cover all the elements of ISO 9001 as determined by the registrar's Audit Program Manager or equivalent.
- b. The Auditor must be trained in AS9000 and/or AS9100 requirements. This training can be performed by the registrar or may be obtained independently. For the registrar, the training program shall be reviewed and approved by the Accreditation Body as part of the approval process. The registrar's AS9000 and/or AS9100 training program shall also be in accordance with AIR5493 training guidelines.
- c. Continuing Education: Per the registrar's requirements for maintenance of qualification, that includes the elements of 7.2.3.1 below, as necessary to maintain current knowledge (reference 7.3 below).

7.2 Aerospace Experience Auditors:

Auditors that are to be considered, as Aerospace Experience Auditors must have 4 years aerospace industry experience, meet the requirements of 7.1 above and the following:

Requirements for Aerospace Industry AUDITORS



Note: References in parentheses () in the above diagram refer to this document.

FIGURE 1

7.2.1 Work Experience: Four years in the aerospace industry directly involved in Engineering, Design, Manufacturing, Quality or Process Control for a major airframe manufacturer, prime supplier, auxiliary equipment supplier and/or appropriate NASA, DOD or FAA organization (the 4 years shall have been within the prior ten calendar years). The work experience should have included direct involvement or knowledge of the elements as defined in 7.2.3 below (see Appendix B for further definition);

or

7.2.2 If an auditor holds a current auditor certification under an existing accredited aerospace auditor plan (e.g., Approval to SBAC TS 157, prior to 1/1/2001) the requirements for an auditor shall be satisfied with the addition of the required AS9000 or AS9100 training;

or

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7.2.3.1 If less than 4 years aerospace industry experience in the last 10 (or more than 6 consecutive years since last industry work experience from date of the application) the completion of an initial in-depth Aerospace Industry Competency course developed by the registrar that has RMC approval is required. The course shall include the following topics as a minimum:

- Aerospace Industry Quality Perspective
- Civil Aviation Authority Roles/Responsibilities/Regulations Overview
- DCMA Roles/Responsibilities
- 1st Production Article Inspection (AS9102)
- Aerospace material traceability requirements
- Aerospace material accountability systems
- Aerospace subcontractor approval and control requirements
- Key/critical characteristic classification (AS9103)
- Quality requirements flow downs
- FOD program requirements
- Use of Customer supplied products
- Positive Recall System
- Stamp control
- Nonconforming material, system requirements and operation
- Sampling inspection requirements and limitations

and

7.2.3.2 The auditor must have participated in at least two full aerospace industry audit(s) within the past 3 years and have been witnessed by a previously qualified Aerospace Experienced Auditor or the Accreditation Body, who themselves have not become qualified via training (7.2.3.1). The auditor candidate must receive a positive and documented recommendation for approval on all audits.

NOTE: In exceptional circumstances application for Aerospace Experienced Auditors who have not worked in the Aerospace Industry will be considered providing candidates can demonstrate adequate and relevant Aerospace knowledge and experience as per paragraphs 7.2.3.1 and 7.2.3.2.

7.3 All auditors must participate in at least 4 aerospace audits in 3 years and participate in continuing education in accordance with SAE AIR5493 that requires review of the changes to the industry standards, auditing methods and ISO requirements at a minimum of 15 hours total every 3 years.

8. REQUIREMENTS FOR ASSESSMENT AND REPORTING:

8.1 Aerospace Assessment Teams:

- 8.1.1 The Assessment Team Leader, must be a qualified lead auditor per ISO 10011-1 and -2, as identified in the Registrar's accredited system and approved per this document. The team shall include an "Aerospace Experience Auditor" and be supported by other Auditors that are approved per this document. The assessment team must include an auditor qualified for the supplier's commodity(ies) and the team leader shall ensure that all members of the team are aware of the requirements of this document as may affect the scope of their assessment activity. Additionally the Aerospace Experience Auditor(s) shall provide guidance to the assessment team throughout the assessment on the interpretation of aerospace requirements and, when requested, the significance of any issues identified. The commodity requirement may be met by a technical expert in-lieu of an auditor (per RAB guidelines) which is additional to the team membership.
- 8.1.2 Regulatory Agency or Customer representatives or OEMs may accompany the assessment team as observers of the assessment process at any time. When Customer or Government representatives are participating in the audit, the Team Leader shall have the option of including (or not) in the assessment report any findings brought forward by these representatives.

8.2 Duration of Assessment:

- 8.2.1 An AS9000 or AS9100 accredited Registrar is responsible for ensuring the continued integrity and validity of the certificates it issues and for drawing up and implementing a procedure to enable it to carry out this responsibility.
- 8.2.2 Guidelines are to be established for minimum auditor-person days, both initial assessment and surveillance, appropriate to the size of the organization being assessed. For aerospace organizations these requirements may be varied to take into account the complexity of the quality system and the number and variety of activities, but the guidance in Annex 2 of the IAF guidance to ISO/IEC Guide 62 is to be used as minimums.

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8.2.3 It is anticipated that the requirements of AS9000 or AS9100 shall add on-site assessment time of an organization in accordance with Table 1, depending on size and commodity of the organization involved:

TABLE 1

Certified entity:	Initial Assessment AS9000	Initial Assessment AS9100	Surveillance AS9100 (only)
Number of employees	Total additional (Auditor-days)	Total additional Auditor-days	Annual (auditor days)
5-100	+0.5	+1.0	+0.5
101-1000	+1.0	+1.5	+0.5 to 1.0
over 1000	+ 1.0 to 2.0	+2.0 to 3.0	+1.0 to 2.0

The duration of an assessment shall be as agreed between the organization being assessed and the registrar, using ISO/IEC Guide 62 and IAF guidance as a minimum.

8.3 Nonconformance:

The assessment team shall record all nonconformance identified during an assessment. The team leader shall assign a nonconformance to the aerospace categories of "Major" or "Minor". These are defined as:

Major: The absence of, or total breakdown of a management element specified in the AS9000 or AS9100 standard or any nonconformances where the effect is judged to be detrimental to the integrity of the product or service.

Minor: A single system failure or lapse in conformance with a procedure relating to the AS9000 or AS9100 standard.

8.4 Audit Team Conclusions and Reporting:

The Assessment Team leader shall present the audit report to the organization using the items listed in Appendix D as a minimum, stating its conclusions on conformance and effectiveness of the quality system to the AS9000 or AS9100 requirements. The AS9100 audits shall be documented on the AS9101 checklist or an electronic facsimile. For surveillance, the team leader shall advise whether recorded nonconformance(s) jeopardize an existing certificate. In the event that registration is denied or suspended, an appropriate course of action shall be agreed between the organization and the registration body. Where there is a failure to agree on a course of action, the appropriate appeals procedure of the registrar may be invoked.

The registrar shall submit to SAE the results of the assessments performed in AS9000 or AS9100 and SAE shall make this information available to members of AAQG. The information shall include as a minimum the items indicated in Appendix D.

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8.5 Surveillance and Re-assessments:

Accredited certificates issued by Registrars shall have surveillance audits and re-assessments conducted by the registrar in accordance with ISO/IEC Guide 62 guidelines and the requirements of IAF Guidance (current issue).

8.6 Registration:

Certificates issued by an AS9000 or AS9100 accredited registrar shall refer to the AS9000 or AS9100 and the appropriate ISO 9001/2 standard and the particular version(s) of both.

9. AUTHENTICATION AND OVERSIGHT OF ACCREDITATION BODIES, REGISTRARS, AND AUDITORS:

- 9.1 Accreditation bodies must be members of the IAF and signatories of the IAF MLA per Section 5 above, to participate in this process. The RMC shall approve and determine which Accreditation Bodies may participate in selection of Registrars and auditors.
- 9.2 The AS9000 or AS9100 accreditation of Registrars shall be by the Accreditation Body in accordance with this document. This shall require an annual RMC review to evaluate Registrars and the effectiveness of the process for approval of Registrars. The review shall be in accordance with Accreditation Body(ies) procedures and RMC approval.
- 9.3 Each auditor's credentials shall be initially endorsed by the RMC.
- 9.4 The registrar's Audit Management Program shall be approved via Accreditation Body oversight.
- 9.5 Accreditation Bodies shall conduct annual surveillance audits and one witness audit per year (minimum) of Registrars holding AS9000 or AS9100 accreditation, per Accreditation Body guidelines. AAQG member companies shall perform oversight of Registrars used by their suppliers and report negative results to the RMC, as necessary.
- 9.6 Any complaints from either audited organizations or OEMs regarding registrar performance shall be handled directly by complainant with the appropriate registrar. The registrar's internal appeals/complaint process is to be used before other actions are taken. If any supplier/OEM cannot resolve issues with the registrar then the matter shall be referred to the Accreditation Body. If the problem is related to registrar performance and cannot be resolved to the satisfaction of the organization or the OEM(s) involved, the matter shall be referred to the RMC. The RMC could recommend loss of the registrar's AS9000 or AS9100 accreditation, removal of an individual auditor's approval or removal of the Accrediting Body for failure to properly govern Registrars. The decision of the RMC is final.
- 9.7 Registrars may lose their AS9000 or As9100 accreditation from Accreditation Bodies using the Accreditation Body rules and surveillance methods and based on performance. The RMC shall be notified immediately by the Accreditation Bodies when accreditation is withdrawn from a registrar.

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9.8 OEMs shall require suppliers to notify them when they lose registration or their registrar loses AS9000 or AS9100 accreditation. Registrars shall also notify SAE when organizations lose or lapse their AS9000 or AS9100 certificates to correct the database.

10. REQUIREMENTS FOR SHARED AUDITS BY OEMS:

OEMs may use the requirements set forth in this document as a means to share audits within the industry provided the requirements and guidelines set forth in Sections 7 and 8 of this document are incorporated into the OEM's operating procedures. Also, the appropriate standards checklists are used and results reported in accordance with this document. Reporting of results to SAE is not required, but all documentation shall be left with the organization and the organization can determine if it should be made available to its other customers.

Reporting shall be in accordance with Appendix C of this document and be made available with the audit checklist. Auditor credentials shall be made available to requesting companies upon request.

11. RECORDS:

Supporting evidence of the registrar's accreditation to AS9000 or AS9100 shall be maintained at the offices of the Accreditation Body(ies). AAQG shall have access to records regarding approval of Registrars holding AS9000 or AS9100 accreditation.

12. FEE:

Details of the application process for AS9000 or AS9100 accreditation and current fees are available on request from the Accreditation Bodies.

13. PROCEDURE RESPONSIBILITY:

13.1 Any issues related to the implementation or use of this document shall be referred to the Accreditation Body. Any issues regarding this document that are not resolved by the Accreditation Body shall be referred to the RMC. The decision of the RMC is final.

13.2 The Registrar Management Committee has the responsibility for the management, review, approval, implementation and modification of this procedure. The RMC shall be the governing body by which the requirements for and approval of Registrars and auditors to AS9000 or AS9100 is determined.

13.3 The RMC shall be comprised of members from Accreditation Bodies, Registrars and AAQG. There are 3 AAQG members that are voting members per the following: 3 rotating members of AAQG (which is appointed by the full AAQG), with each member serving a 2 year term as a minimum. One-third of the AAQG members of the Committee shall be appointed every year by the full AAQG membership. The Committee shall have 1 member from each participating Accreditation Body to be appointed by the Accreditation Body and 2 members of IAAR, both groups serving in an advisory capacity.

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APPENDIX A
REGISTRAR MANAGEMENT COMMITTEE
OPERATING PROCEDURES/POLICY

- A.1 All business of the RMC does not have to be completed face to face at meetings, other methods of communication, conference calls, e-mail, fax, etc. are acceptable to conduct RMC business. At a minimum an annual meeting will be held "in person" with a quorum of members present.
- A.2 All voting members (OEMs) must vote for an official decision to be reached - all votes will be taken in a manner (per A.1 above) to provide opportunities for discussion, etc. All decisions will be reached by a unanimous vote of the voting members of the RMC.
- A.3 A quorum will constitute minimum of 4 members with each group (OEMs; IAAR; Accreditation Bodies) having at least one person in attendance. Proxy votes presented in writing will be acceptable from OEMs. Proxies giving one individual the vote of another entity will not be accepted.
- A.4 Any member of the RMC can place items on the agenda for a meeting of the RMC. Persons from OEMs, Accreditation Bodies, Registrars or other interested parties outside the RMC may bring issues to the RMC for their consideration. The agreement of one OEM member of the RMC is required to nominate and get an issue on the agenda.
- A.5 Attendance of non-members to RMC meetings shall be by invitation of one of the members - with the concurrence of the chairperson.
- A.6 Role of the chairperson is to:
- Be a focal point for communications for RMC
 - Calls and conduct the meeting
 - Set the agenda
 - Communicates meeting results
 - Maintains electronic files of minutes, etc.

NOTE: A master copy of the minutes will reside with the RAB along with other RMC information. The Chairperson shall be appointed annually by the full committee.

APPENDIX B
CONFIRMATION OF AUDITORS AND AUDITOR CREDENTIALS

- B.1 Registrars shall submit to Accreditation Bodies, applications for AS9000 or AS9100 aerospace auditor approval for subsequent endorsement by the voting members (OEMs) of the RMC. They shall use the form attached to this appendix. This application shall accompany the initial request by the registrar for AS9000 or AS9100 approval. Subsequent requests for additional approved aerospace auditors (after accreditation) will be submitted to the Accreditation Bodies - then forwarded to designated voting members of the RMC who will approve/disapprove the auditors. All submittals shall be done electronically.
- B.2 Auditors who meet the registrar's requirements and have been submitted for endorsement to the RMC shall be allowed to perform audits for two months while the RMC is reviewing the qualifications of the auditor. After two months, the auditor shall perform no additional AS9000 or AS9100 audits until RMC approval is secured.
- B.3 Further definition of the requirements of aerospace work experience (AIR5359 paragraph 7.2.1) means that a person's work responsibilities would have brought them into contact with and required some basic knowledge of the elements listed in AIR5359 paragraph 7.2.3.1. Their position within their organization must have provided some direct involvement and responsibility for their organization's utilization and compliance to these elements. Generally people who did not have direct exposure to the quality system would not be acceptable. For example: Stress or Design Engineers; Production control personnel; shop manufacturing operators; Inventory control specialists; manufacturing supervisors; machine operators; purchasing personnel and other such positions may not be acceptable unless their responsibilities included direct involvement with the elements of paragraph 7.2.3.1.

NOTE: This requires basic knowledge of all Quality Management System requirements and responsibility for at least some of them.