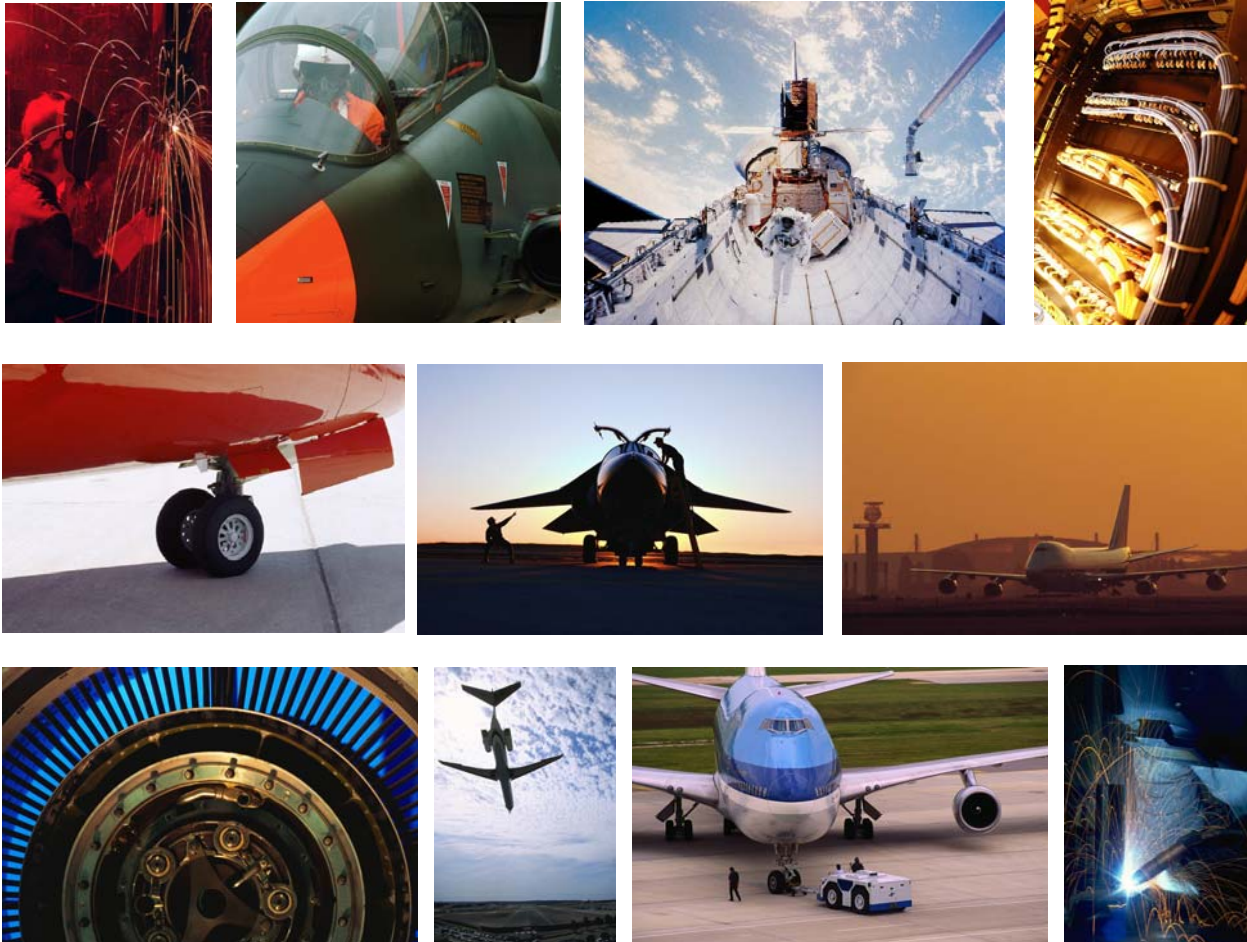




AS9110 AEROSPACE AUDITOR CERTIFICATION SCHEME (Aerospace Maintenance, Repair, and Overhaul Industry)

CERTIFICATION REQUIREMENTS





RABQSA International, Inc (RABQSA) is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for personnel certification bodies, ISO/IEC 17024:2003 *'General requirements for bodies operating the certification of persons'*.

This qualification-based scheme is not included in RABQSA's scope of accreditation.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, RABQSA International Inc does not accept liability for the performance, conduct or services provided by the certified person.

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RABQSA International

Website: www.rabqsa.com

Email: info@rabqsa.com

Please see the website for your Principal Office's contact details.

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Introduction

The **AS9110 Aerospace Auditor Certification Scheme** has been developed by RABQSA International, Inc (RABQSA) in liaison with industry representatives.

The Scheme provides international recognition for auditors of Aerospace Quality Management Systems (AQMS) who conduct audits using International or National Standards, recognized by RABQSA.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

The Scheme has been developed to meet the following key objectives:

- To meet the requirements of SAE AS9104/3, Issued 2007-03;
- To ensure that auditors meet or exceed the audit competencies defined by RABQSA, using ISO19011:2002 (ISO 19011);
- To assist organizations in selecting competent auditors; and
- To enhance the professional recognition of RABQSA-certified auditors.

How To Use This Document

This document has been designed to provide the information required for RABQSA certification, in a clear and easy-to-follow format.

There are three grades of AS9110 Aerospace Auditor certification. Requirements specific to each grade are identified by the color of the stripe down the right-hand edge of each page. The colors are:

AS9110 Aerospace Auditor (AA):



AS9110 Aerospace Experienced Auditor (AEA):



AS9110 Aerospace Industry Experienced Auditor (AIEA):



Pages containing information that is common to all grades and general information about the AS9110 Aerospace scheme are identified by a blue stripe (as shown on this page).

Applicants for certification to the AS9110 Aerospace Auditor Certification Scheme will be required to provide evidence of specific knowledge competencies, defined work experience and prescribed qualifications, and the ability to demonstrate defined personal attributes.

An overview of the certification requirements is outlined at Annex H [Page 35](#).

Refer to Annex A [Page 21](#) for Definitions and Abbreviations used in this document.

Electronic versions of this document have links embedded to enable direct access to selected pages as well as page references. Hard copy versions have page references only.

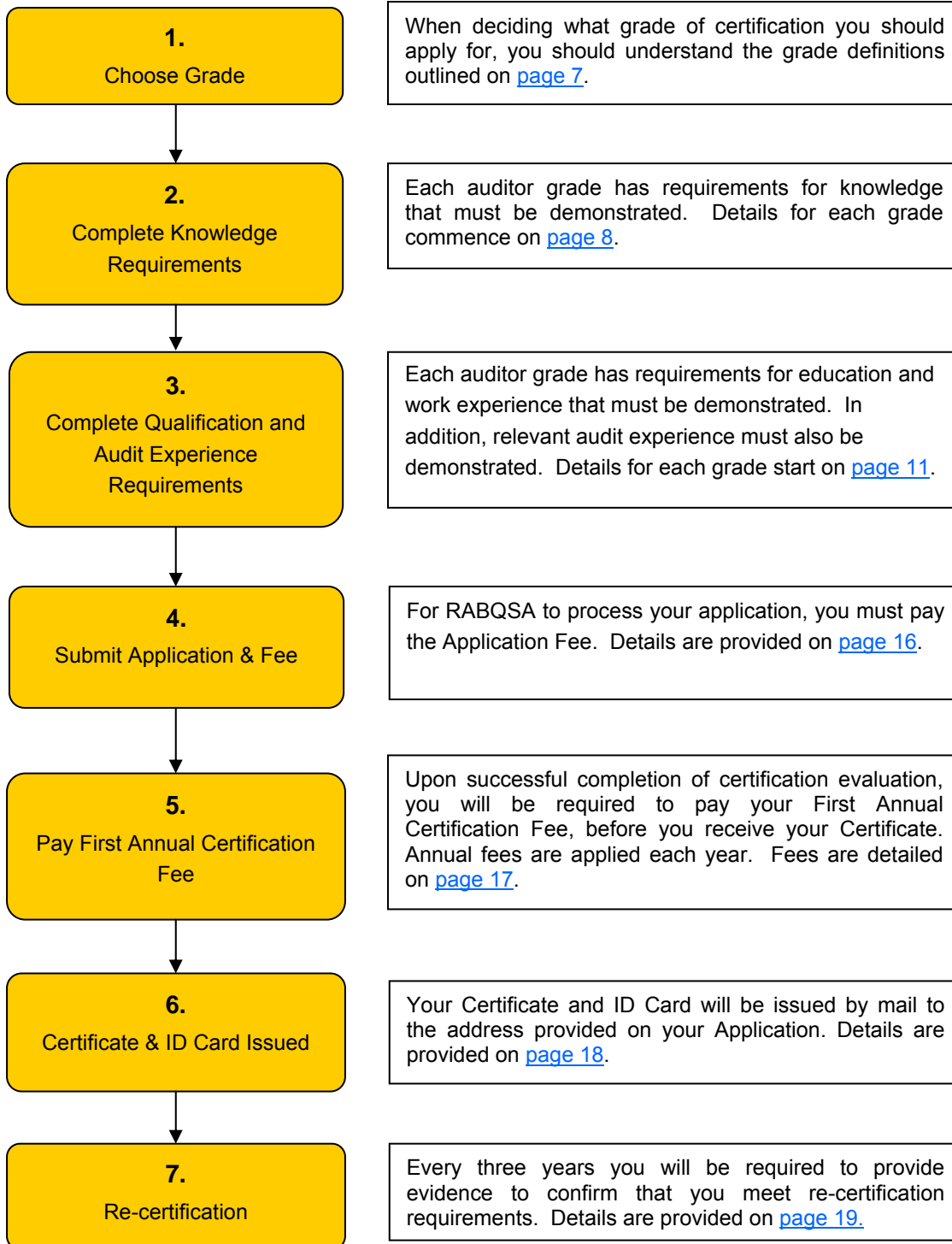
Essentially, the Applicant follows the step-by-step process as outlined down the right hand side of the page, commencing with Applying for Certification at [Page 6](#).

An EXAMPLE Application Form is available at Annex G [Page 31](#). For your convenience an editable version of the Application is available for download from the RABQSA web site.

Note:

Matters requiring clarification and or additional guidance should be referred to your local RABQSA AS9110 Aerospace Scheme Examiner. Please refer to the RABQSA web site www.rabqsa.com for contact details.

Applying for Certification



NOW GO TO CHOOSE YOUR GRADE ([Page 7](#))

Choose Your Grade

GRADES OF CERTIFICATION

There are three grades of AS9110 Aerospace Auditor certification. Requirements specific to each grade are identified by the color of the stripe down the right-hand edge of each page. The colors are:

AS9110 Aerospace Auditor:



AS9110 Aerospace Experienced Auditor:



AS9110 Aerospace Industry Experienced Auditor:



Please (SELECT) your Grade:

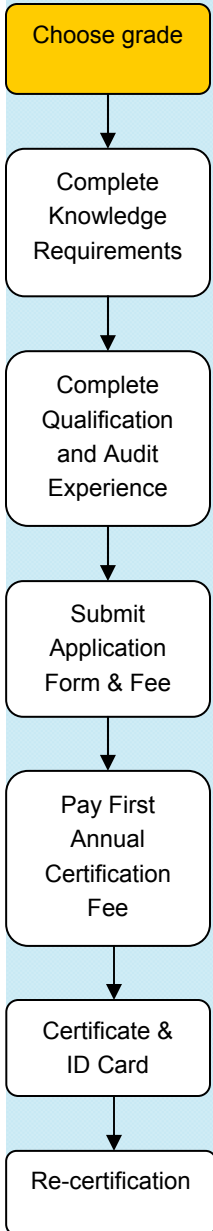
Aerospace Auditor (AA) grade recognizes that an applicant has demonstrated the competencies to conduct a AS9110 Aerospace audit and perform as a member of an audit team. [\(Page 8\)](#)

Aerospace Experienced Auditor (AEA) grade recognizes that an applicant has demonstrated Auditor competence and has provided evidence of some aerospace industry work experience. [\(Page 9\)](#)

Aerospace Industry Experienced Auditor (AIEA) grade recognizes that an applicant has demonstrated Auditor competence and has provided evidence of full aerospace industry work experience. [\(Page 10\)](#)

Note:

AS9110 Aerospace Auditors may be recognized for their professional and/or technical experience as defined under Grade of Certification. In establishing audit teams for any purpose, consideration of these competencies in the overall make up and management of the team should be taken into account.



Knowledge Requirements

Aerospace Auditor

Applicants for AS9110 Aerospace Auditor grade certification must provide evidence of knowledge competency as defined by RABQSA. There are two options for completion of the knowledge requirements:

Option 1

Successful completion of an approved AS9110 AQMS Foundation Course

plus

Successful completion of a QMS (ISO 9001) auditor training course.

Or

Option 2

Successful completion of an approved AS9110 AQMS Standard Auditor Course.

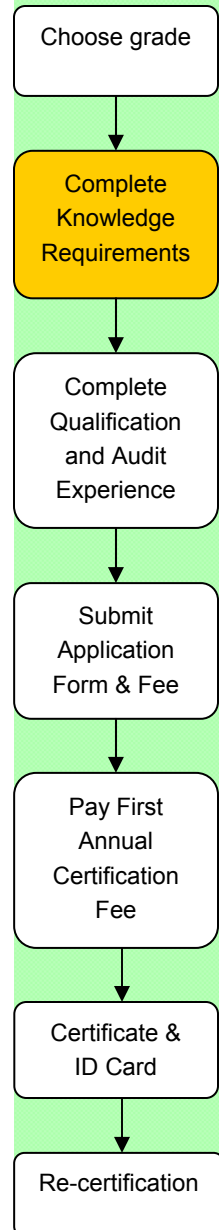
Evidence of Knowledge-based Competency

A Certificate/s of Successful Completion for the above from an RABQSA-Certified Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an equivalent IRCA-certified course will be accepted as evidence of the knowledge requirements.

The RABQSA register of Certified Training Providers is available at www.rabqsa.com.

NOW GO TO QUALIFICATIONS [\(Page 11\)](#)



Knowledge Requirements

Aerospace Experienced Auditor

Applicants for AS9110 Aerospace Experienced Auditor grade certification must provide evidence of knowledge competency as defined by RABQSA.

Aerospace Industry Knowledge

Successful completion of an approved AS9110 aerospace industry specific course.

Note:

If an Applicant holds current certification as an AS9100 AEA, the AS9110 industry-specific course shall be a minimum of eight hours. If an Applicant is not currently certified as an AS9100 AEA, the industry-specific course shall be at least 34 hours and shall cover both the AS9100 and AS9110 industry-specific content.

plus

AS9110 Knowledge

There are two options for completion of the AS9110 knowledge requirement.

Option 1

Successful completion of an approved AS9110 AQMS Foundation Course

plus

Successful completion of a QMS (ISO 9001) auditor training course.

Or

Option 2

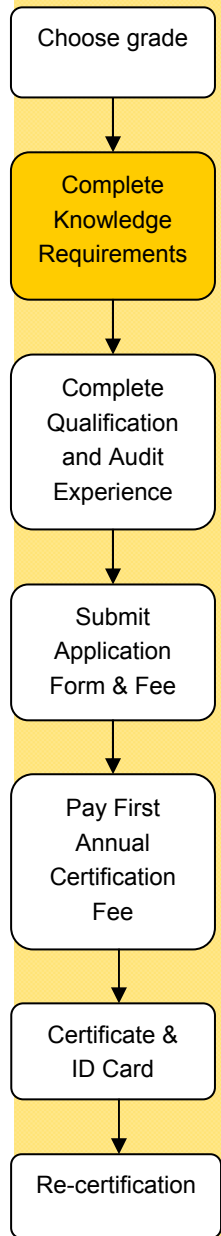
Successful completion of an approved AS9110 AQMS Standard Auditor Course.

Evidence of Knowledge-based Competency

A Certificate/s of Successful Completion for the above from an RABQSA-Certified Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an equivalent IRCA-certified course will be accepted as evidence of the knowledge requirements.

The RABQSA register of Certified Training Providers is available at www.rabqsa.com.



NOW GO TO QUALIFICATIONS [\(Page 12\)](#)

Knowledge Requirements

Aerospace Industry Experienced Auditor

Applicants for AS9110 Aerospace Industry Experienced Auditor grade certification must provide evidence of knowledge competency as defined by RABQSA. There are two options for completion of the knowledge requirements:

Option 1

Successful completion of an approved AS9110 AQMS Foundation Course

plus

Successful completion of a QMS (ISO 9001) auditor training course.

Or

Option 2

Successful completion of an approved AS9110 AQMS Standard Auditor Course.

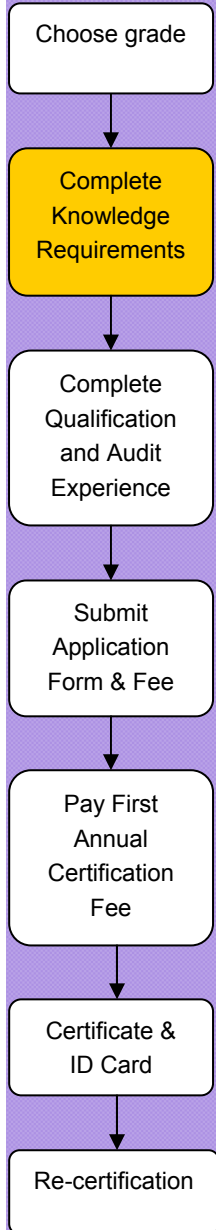
Evidence of Knowledge-based Competency

A Certificate/s of Successful Completion for the above from an RABQSA-Certified Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an equivalent IRCA-certified course will be accepted as evidence of the knowledge requirements.

The RABQSA register of Certified Training Providers is available at www.rabqsa.com.

NOW GO TO QUALIFICATIONS [\(Page 14\)](#)



Qualification Requirements

Aerospace Auditor

Applicants for certification must provide evidence of qualifications defined by RABQSA in the following categories:

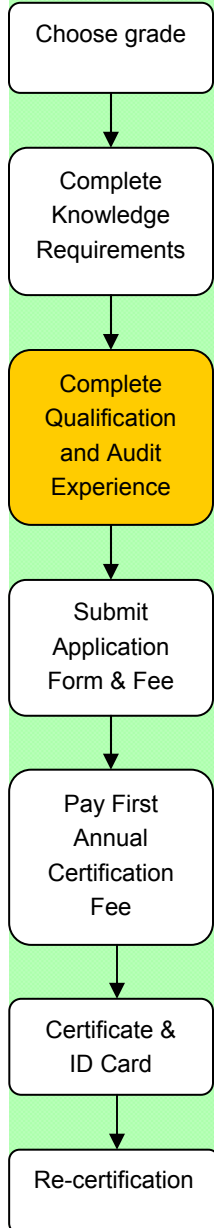
Evidence—QMS Auditor

Applicants shall be certified as a Quality Management System (QMS) auditor by a nationally-recognized Auditor Authentication Body (AAB), e.g., RABQSA, or meet the education, training, work experience, and audit experience requirements of ISO 19011 (see section 7.4).

Evidence—Audit Experience

Four complete QMS or AQMS (9100 or 9110) audits conducted for a total of 20 audit days within the past 3 years in accordance with the Conditions for Audit Experience in [Annex C](#) page 24.

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([Page 16](#))



Qualification Requirements

Aerospace Experienced Auditor

Applicants for certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence—QMS Auditor

Applicants shall be certified as a Quality Management System (QMS) auditor by a nationally-recognized Auditor Authentication Body (AAB), e.g., RABQSA, or meet the education, training, work experience, and audit experience requirements of ISO 19011 (see section 7.4).

Evidence—Work Experience

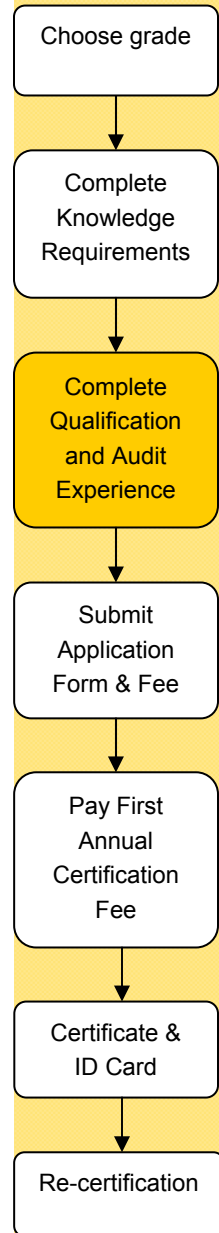
Applicants must provide evidence of at least two years full-time aerospace work experience within the past 15 years.

To meet this requirement, the experience must be 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 official civil, military, or space organization, such as, National Aviation Authorities (NAA), domestic Space Agency (e.g., European Space Agency [ESA], National Aeronautics and Space Administration [NASA], Canadian Space Agency [CSA]), Ministry of Defense (MoD).

This work experience should have included direct involvement and/or knowledge of aerospace industry specific aspects (e.g., aerospace industry quality, regulatory and/or military aerospace requirements, first article inspection, airworthiness and safety requirements, aerospace material traceability requirements, aerospace sub-contractor approval and control, variation management of key characteristics, flow-down of AQMS requirements, Foreign Object Damage/Debris (FOD) prevention program, use of customer supplied products, calibration controls and positive recall system, acceptance authority media, nonconforming material management, sampling inspection/statistical process control requirements and limitations, special processes, configuration management/requirements control, manufacturing techniques, tool control, design development verification and validation).

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description) and achievements.



Continued over page

Qualification Requirements

Aerospace Experienced Auditor (cont)

Applicants for certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence—Audit Experience

Four complete QMS or AQMS (9100 or 9110) audits conducted for a total of 20 audit days within the past 3 years in accordance with the Conditions for Audit Experience in [Annex C](#) page 24.

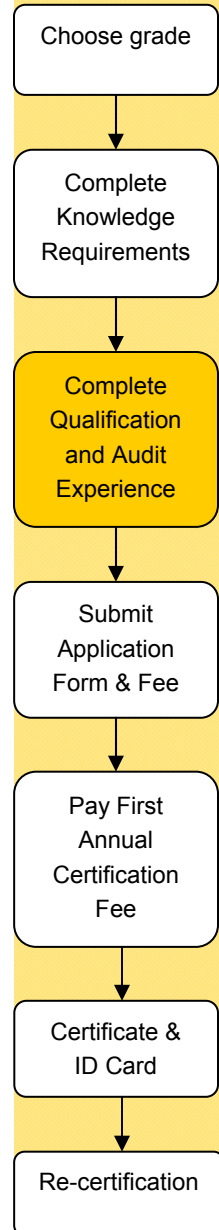
In addition, Applicants for AEA Grade must

- Shadow one complete AS9110 audit conducted by an AS9110 Aerospace Industry Experienced Auditor
- Successfully conduct two complete AS9110 audits witnessed by an approved Aerospace Industry Experienced Auditor

Note:

If during a witness audit, the Applicant shows insufficient knowledge of aerospace requirements, additional training and/or practical experience will be required. Each witness shall be performed by an approved AIEA who themselves have not become qualified via industry-specific training. The witness AIEA shall not perform the audit as a member of the assessment team.

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([Page 16](#))



Qualification Requirements

Aerospace Industry Experienced Auditor

Applicants for certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence—Work Experience

Applicants must provide evidence of:

- Four years full-time aerospace work experience within the past 10 years (see Note 1)
- Two years full-time experience performing repair/maintenance in the last 4 years (see Note 2).

Note 1:

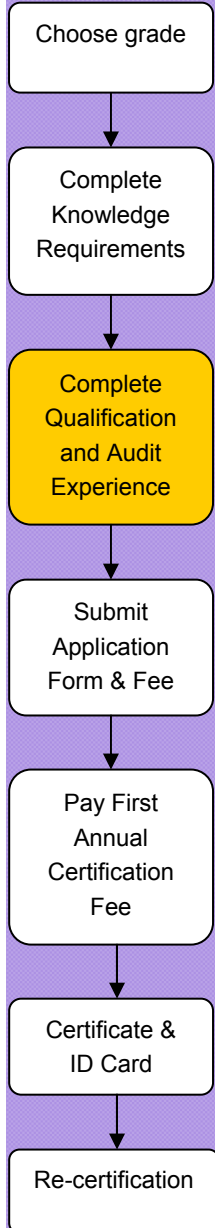
To meet this requirement, the experience must be in the aerospace industry directly involved in engineering, design, manufacturing, quality, or process control for a major airframe manufacturer, prime supplier, auxiliary equipment supplier and/or appropriate official civil, military, or space organization, such as, National Aviation Authorities (NAA), domestic Space Agency (e.g., European Space Agency [ESA], National Aeronautics and Space Administration [NASA], Canadian Space Agency [CSA]), Ministry of Defense (MoD). This work experience should have included direct involvement and/or knowledge of aerospace industry specific aspects (e.g., aerospace industry quality, regulatory and/or military aerospace requirements, first article inspection, airworthiness and safety requirements, aerospace material traceability requirements, aerospace sub-contractor approval and control, variation management of key characteristics, flow-down of AQMS requirements, Foreign Object Damage/Debris (FOD) prevention program, use of customer supplied products, calibration controls and positive recall system, acceptance authority media, nonconforming material management, sampling inspection/statistical process control requirements and limitations, special processes, configuration management/requirements control, manufacturing techniques, tool control, design development verification and validation).

Note 2:

This work experience should have included direct involvement and/or knowledge of maintenance regulations (e.g., European Aviation Safety Agency [EASA]/Federal Aviation Regulations [FAR] 145/147, EASA part M), return to service processes, flight test, functional checks prior to flight, weight and balance, wing walking, or aircraft marshalling techniques.

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description) and achievements.



Continued over page

Qualification Requirements

Aerospace Industry Experienced Auditor

Applicants for certification must provide evidence of qualifications defined by RABQSA in the following categories:

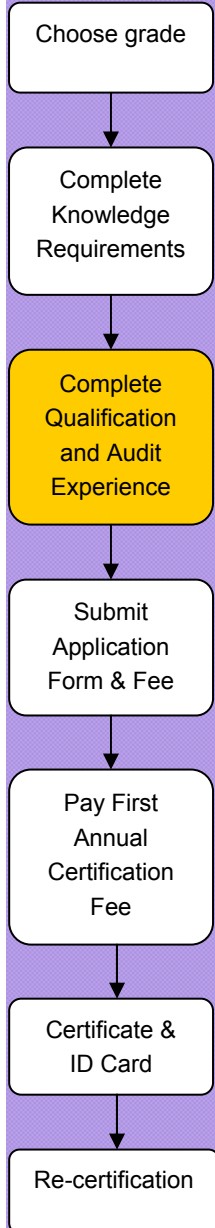
Evidence—QMS Auditor

Applicants shall be certified as a Quality Management System (QMS) auditor by a nationally-recognized Auditor Authentication Body (AAB), e.g., RABQSA, or meet the education, training, work experience, and audit experience requirements of ISO 19011 (see section 7.4).

Evidence—Audit Experience

Four complete QMS or AQMS (9100 or 9110) audits conducted for a total of 20 audit days within the past 3 years in accordance with the Conditions for Audit Experience in [Annex C](#) page 24.

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([Page 16](#))



Submit Application Form and Fees

To apply for certification, you will need to:

- Complete the Application Form (Example found at Annex G [Page 31](#)), including confirmation to observe the RABQSA Code of Conduct;
- Submit this to RABQSA with the Application Fee; and
- Provide evidence of your knowledge, qualifications and audit experience as defined (refer to previous page for details).

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html.

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and are subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

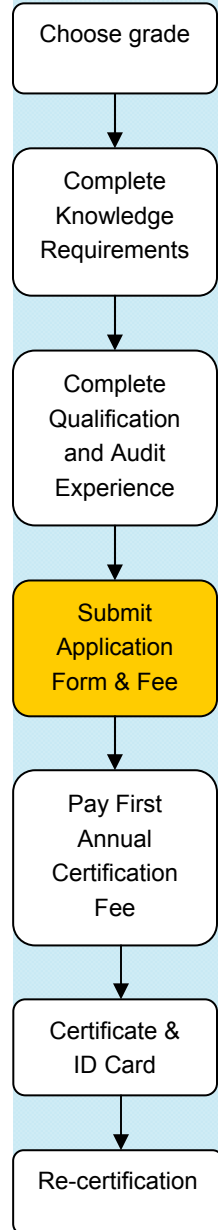
To enable effective evaluation of Applications, RABQSA requires all Applicants to provide verifiable documentary evidence that demonstrates compliance with these criteria for the grade of certification being sought.

Applicants must ensure that the information they provide in their Application is accurate and complete, or delays may occur in the processing of their Application.

All Application information must be provided in English. Where translations of documents are provided, these must be independently verified for accuracy.

Applicants who have any special needs related to language and/or disabilities should contact RABQSA for advice.

NOW GO TO PAY FIRST ANNUAL CERTIFICATION FEE [\(Page 17\)](#)



Pay First Annual Certification Fee

When all certification requirements have been demonstrated, RABQSA will notify the Applicant that the Application has been approved. An invoice for the First Annual Certification Fee will be provided with this notification.

Details on accepted methods of payment are provided on the invoice.

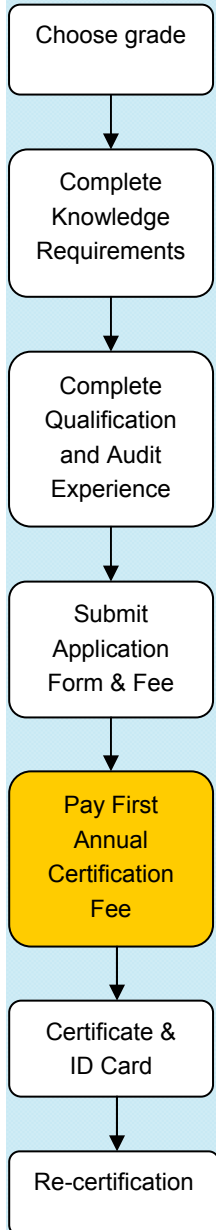
Payment of this invoice must be received by RABQSA before certification is confirmed.

Annual Certification Fees are due each year on the anniversary of initial certification. RABQSA will provide an invoice for the amount due approximately two months prior to the due date.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html.

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.



NOW GO TO CERTIFICATES AND ID CARDS [\(Page 18\)](#)

Certificates and ID Cards

When payment for the First Annual Certification Fee has been received by RABQSA, a Certificate and ID Card are issued to the Auditor.

The Certificate includes the following information:

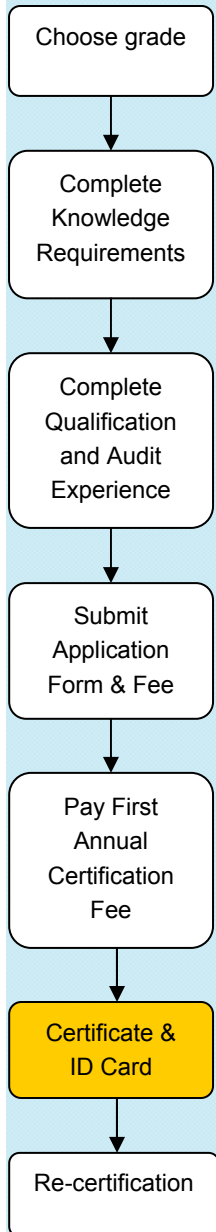
- Certified Auditor’s name;
- RABQSA customer number;
- Type and grade of certification;
- Date certification awarded; and
- Date certification expires.

The ID Card includes the following information:

- Certified Auditor’s name;
- RABQSA customer number;
- Type and grade of certification; and
- Date certification expires.

Certificates and ID Cards remain the property of RABQSA and must be returned if certification is suspended or withdrawn. Auditors are required to immediately notify RABQSA if a Certificate or ID Card is lost or stolen.

Updated Certificates and ID Cards will be issued at each re-certification.



NOW GO TO RECERTIFICATION [\(Page 19\)](#)

Re-certification

To maintain certification, all certified auditors are required to demonstrate continuing compliance with the current certification requirements for the grade of certification awarded. RABQSA will provide reminders with the invoice for Re-certification Fee when the date for re-certification is due and the information required.

Every three years from the date of initial certification and each subsequent re-certification, auditors must demonstrate continuing compliance with the current certification requirements by providing:

- Participate in at least four AQMS audits in three years in accordance with the conditions for audit experience. (Audit Logs are available at www.rabqsa.com)
- Participate in continuing education activities, in accordance with sectorial training requirements, that require a review of changes to the AQMS standards, auditing methods, aviation authority requirements, and ISO requirements for a minimum of fifteen hours within three years. CPD logs and guidance are available on the RABQSA web site at www.rabqsa.com. Guidance is also available in Annex D on [page 25](#).
- Confirmation that the RABQSA Code of Conduct has been adhered to and any complaints against performance have been resolved.

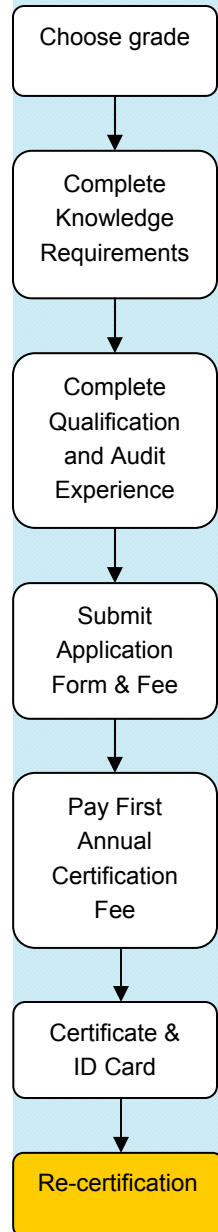
Re-certification Fees

These Fees are payable every 3rd anniversary of initial certification and each subsequent re-certification. The Re-certification Fee includes the Annual Certification Fee. The applicable Fee will be invoiced by RABQSA.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html.

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and are subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.



NOW GO TO EXPANSION OF CERTIFICATION ([Page 20](#))

Expansion of Certification

Certified auditors can apply to expand their grade of certification at any time. To apply for an Expansion of Certification, auditors are required to:

- Complete the Expansion Application Form (available on the RABQSA website www.rabqsa.com);
- Submit this to RABQSA with the Expansion Fee; and
- Provide evidence of the requirements for the Grade sought, as defined in these Certification Requirements.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html.

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and are subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

NOW GO TO DEFINITIONS AND ABBREVIATIONS ([Page 21](#))

General Definitions and Abbreviations

For the purpose of these certification requirements, the definitions given in ISO 19011:2002 '*Guidelines for quality and/or environmental management systems auditing*' and ISO/IEC 17024:2003 '*General requirements for bodies operating certification of persons*' apply, in addition to those definitions specific to RABQSA. Definitions and abbreviations relevant to this document are shown.

Approval: Conducted at the request of a Certification Body (CB) and as such, when individual approval is granted, the CB is notified that the auditor has met requirements. This notification serves as acknowledgement and evidence that the CB may use that auditor for AS9110 audits. Neither the individual nor the CB holds formal credentials with RABQSA .

AS9110 Aerospace Auditor: An Aerospace Auditor, Aerospace Experienced Auditor, or Aerospace Industry Experienced Auditor, certified by RABQSA to this Personnel Certification Scheme.

Audit: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

Audit Criteria: Set of policies, procedures or requirements (used as a reference).

Auditor: Person with the competence to conduct an audit.

Certification (RABQSA): Conducted at the request of an auditor. When individual certification is granted, it provides the individual with RABQSA AS9110 credentials (certificate and ID card), that serve as acknowledgement and evidence that the auditor may conduct AS9110 audits for a CB or other organizations. In this case, the individual holds credentials with RABQSA as a certified auditor.

Certification Body (CB): An organization that assesses and registers/certifies the quality management system of customer organizations with respect to published quality management system standards and any supplementary documentation required under the system.

Competence: Demonstrated ability to apply knowledge and skills, and demonstrate the required personal attributes.

Continued over page

General Definitions and Abbreviations (cont)

For the purpose of these certification requirements, the definitions given in ISO 19011:2002 '*Guidelines for quality and/or environmental management systems auditing*' and ISO/IEC 17024:2003 '*General requirements for bodies operating certification of persons*' apply, in addition to those definitions specific to RABQSA. Definitions and abbreviations relevant to this document are shown.

Expansion: Movement from one certification grade to another via demonstration of the competency required for that grade.

Qualification: Demonstration of training, audit experience and/or work experience.

RABQSA Scheme Examiner: Employee of RABQSA with responsibility for management of designated Schemes and evaluation of Applications.

Reduction: Movement to a lower grade of certification.

Registration Management Committee (RMC): An industry group charged with the oversight and management of the AQMS certification program and supporting processes, systems and documentation for the Americas sector.

Scheme Committee (SC): Committee established by RABQSA with responsibility for the development and maintenance of personnel certification Schemes offered by RABQSA International. The SC shall fairly and equitably represent the interests of all parties significantly concerned with the certification Schemes, including the consideration of public interest.

Sub-Scheme Committee (SSC): Committee established by RABQSA with responsibility for the development and maintenance of a specific personnel certification Scheme, offered by RABQSA International. The SSC shall fairly and equitably represent the interests of all parties significantly concerned with the certification Scheme, including the consideration of public interest.

End of Annex A

Personal Attributes

Applicants must possess appropriate personal attributes, as shown below. The attributes required by RABQSA are related to those defined in ISO 19011:2002 *Guidelines for quality and/or environmental management systems auditing*.

- **Ethical** – fair, truthful, sincere, honest and discreet;
- **Proactive and organized** – takes the initiative with issues, and is personally organized;
- **Systematic** – shows a balanced affiliation for both tasks and people;
- **Logical** – makes decisions based on facts and reasoned logic;
- **Decisive** – expedites decisions methodically;
- **Observant** – shows the ability to identify both patterns and exceptions in complex situations;
- **Diplomatic** – relates to others and shows tact in appropriate situations;
- **Flexible** – shows a balanced global and detail focus;
- **Process focused** – demonstrates the ability to follow a pre-determined method;
- **People sensitive** – is sensitive to and can identify a person's emotional state;
- **Adaptable and resourceful** – adapts to, and works with, different types of people in a range of situations and copes with change; and
- **Confident** – demonstrates certainty and competency, and reacts well to a variety of challenges, i.e. demonstrates calm and poise in challenging situations.

These personal attributes will be verified by RABQSA Scheme Examiners with audited organizations provided on an applicant's audit log, references and employers as applicable.

End of Annex B

Conditions for Audit Experience

Only eligible audit experience completed in the three years prior to application is considered.

Only independent audits satisfy the audit experience requirements. The auditor shall be independent from the audited organization.

First party audits cannot be used to meet audit experience requirements.

All audits must be for determining conformity to ISO 9001, AS9100, or AS9110 management systems. The auditor cannot audit his/her own work. The auditor may have no part in the set up of, ongoing development of, or maintenance of the organization being audited unless the audit occurs at least 24 months subsequent to this activity.

Audits that are combined with consulting activities cannot be used to meet the audit experience requirement for initial certification, expansion, or re-certification.

Examples of consultancy audits include:

- Audits where advice was given on an action plan for developing/improving the system as part of the audit;
- Audits where the auditor had a part in setting up the system; or
- Audits where the auditor was involved in the ongoing development of the system.

Audits should be recorded in on-site days, not man days. On-site activity shall not be less than six hours per day.

The RABQSA Audit Log is available on the RABQSA web site at www.rabqsa.com. Alternative Audit Logs may be accepted if they provide all information required on the RABQSA Audit Log.

End of Annex C

Continuing Professional Development

All certified auditors are required to provide evidence of Continuing Professional Development (CPD) upon re-certification. All auditors are required to undertake at least 15 hours of appropriate CPD every three years that include a review of changes to the AQMS standards, auditing methods, aviation authority requirements, and ISO requirements.

In the selection of appropriate professional development, auditors need to consider their personal strengths and weaknesses and identify areas for personal improvement. Professional development activities undertaken should be related to the field of work undertaken by the auditor. All professional development activities should be new knowledge and skills for each auditor.

The RABQSA CPD Log is available on the RABQSA web site at www.rabqsa.com. Alternative CPD logs may be accepted if they provide all information required on the RABQSA CPD Log.

The CPD log should show the duration and type of activity undertaken and details of the provider. The following are examples of acceptable CPD activities:

- Participation in formal/short courses;
- Participation in in-house courses/workshops;
- Attendance at conferences, seminars and workshops;
- Attendance at Professional Body/Association meetings;
- Participation in relevant committees and working groups;
- Delivery of publicly presented papers;
- Preparation of published articles;
- Presenting a training course (only one time per re-certification period can be considered);
- Developing new training course material.

End of Annex D

Terms and Conditions

RABQSA has defined Terms and Conditions for certification, as shown in this Annex.

Code of Conduct

All certified auditors have an obligation to improve the standing of their profession by observing the RABQSA Code of Conduct (Code). Compliance with the Code is a condition of certification and all Applicants are required to sign their agreement to comply with the Code at time of application for certification. All certified auditors are required to confirm that they have complied with the Code at each period of surveillance and re-certification.

RABQSA Code of Conduct

- I will act professionally, accurately and in an unbiased manner.
- I will strive to increase the competency and prestige of my profession.
- I will assist those in my employ or under my supervision in developing their professional competency.
- I will not undertake any assignments that I am not competent to perform.
- I will not represent conflicting or competing interests and will disclose to any client or employer any relationships that may influence my judgment.
- I will not discuss or disclose any information relating to any assignment unless required by law or authorized in writing by the client and/or my employing organization.
- I will not accept any inducement, commission, gift or any other benefit from client organizations, their employees or any interested party or knowingly allow colleagues to do so.
- I will not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process.
- I will not act in any way that would prejudice the reputation of RABQSA or the personnel certification process and will cooperate fully with an enquiry in the event of any alleged breach of this code.

Continued over page

Terms and Conditions (cont)

Reduction of Certification

Certified persons can reduce their certification at any time by notification in writing to the RABQSA AS9110 Aerospace Scheme Examiner.

A reduction in certification may also be advised to an Applicant by the RABQSA Scheme Examiner after evaluation of the Application. Acceptance of a reduction of certification must be provided in writing. RABQSA does not refund fees to any certified persons when reducing certification.

Suspension

RABQSA reserves the right to suspend certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints for further details. RABQSA does not refund fees to any certified persons when suspending certification.

Withdrawal

RABQSA reserves the right to withdraw certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints for further details.

Certified persons may withdraw their certification at any time by notification in writing to the RABQSA AS9110 Aerospace Scheme Examiner.

RABQSA remains the sole owner of any Certificates and ID Cards issued to certified auditors. In the event of withdrawal of certification, the Certificate and ID Card issued must be returned to RABQSA. RABQSA does not refund fees to any certified auditor when withdrawing certification.

Complaints

Against Auditors

Complaints against the actions or conduct of a certified auditor will be reviewed and investigated by RABQSA using documented procedures. A valid substantiated complaint may result in withdrawal of certification.

Against RABQSA

Complaints against RABQSA must be submitted in writing to RABQSA via the website, www.rabqsa.com. Each complaint will be reviewed, investigated, and resolved in a timely manner through a formal documented process. In appropriate circumstances, the RABQSA Scheme Committee will investigate complaints against RABQSA.

Continued over page

Terms and Conditions (cont)

Appeals

An appeal against adverse certification decisions or withdrawal of certification must be submitted in writing. The written appeal will be reviewed, investigated, and resolved in a timely manner through a formal documented process.

Appeals may be made on the following decisions:

- Refusal to grant initial certification;
- Refusal to grant continuation of certification;
- Refusal to grant an expansion of grade of certification;
- Reduction in certification grade;
- Withdrawal; or
- Suspension.

All appeals shall be submitted in writing to RABQSA via the website, www.rabqsa.com. The Applicant is required to submit their appeal to RABQSA no later than 30 days after notification of the decision. The appeal should include appropriate substantiation for the appellant's position and it shall contain any additional or updated information.

Certification Information

For information on RABQSA's:

- Certification processes;
- Applicants' rights and responsibilities;
- Complaints and appeals process;
- Conditions of use for Certificates, ID Cards and RABQSA logo; and
- Privacy

Please contact RABQSA via the website www.rabqsa.com or email info@rabqsa.com.

End of Annex E

Fee Schedule

Effective 1st April 2008

All fees paid to RABQSA are non-refundable and subject to change.

Payments may be made in US\$, AU\$ or €

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html.

APPLICATION FEES

Provides for the receipt and desk audit of the application.

This fee must accompany all applications.

CERTIFICATION AND ANNUAL FEES

Provides for the Certificate and ID Card (First Annual Certification Fee), inclusion on the RABQSA Certified Personnel Register (available to the public through the RABQSA website) and ongoing certification (Annual Fee).

The First Annual Certification Fee is payable AFTER your Application has been approved.

Do not submit this Fee with your Application. Annual Certification Fees are payable annually on the anniversary of the certification and will be invoiced by RABQSA.

RE-CERTIFICATION FEES

Provides for Annual Fee, administration costs, ongoing certification, re-issue of the Certificate and ID Card, and inclusion on the RABQSA Certified Personnel Register.

This Fee is payable every second anniversary of initial certification and re-certification and includes the Annual Certification Fee. The applicable Fee will be invoiced by RABQSA.

EXPANSION FEE

Provides for the receipt and desk audit of the Application, issue of updated Certificate and ID Card and update on the RABQSA Certified Personnel Register.

Payable when applying for an expansion of grade or scope in currently held certification.

Continued over page

Certification Fee Schedule (cont.)

PAYMENT OPTIONS

Please see the website for your Principal Office's contact details.

CREDIT CARD PAYMENTS ONLINE: Credit Card payments may be made in US\$, AU\$ or € via the RABQSA website <http://www.rabqsa.com/internalqsa/?module=sendPayment&func=payment>.

CREDIT CARD PAYMENTS BY FAX: Please fax your credit card payment form to the fax number listed for your Principal Office.

PAYMENTS BY PHONE: You can pay your account over the phone using your credit card. Please call your Principal Office during normal business hours Monday to Friday.

PAYMENTS BY CHECK: Send Check payable RABQSA to the address listed on the RABQSA website www.rabqsa.com for your Principal Office.

Note:

All fees are non-refundable and subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

End of Annex F

EXAMPLE

Annex G

RABQSA International Commercial-In-Confidence when completed.

When completing this Application please ensure that all sections are completed and that all requested information is provided.

SECTION 1 – PERSONAL DETAILS

Family Name:.....*Auditor*.....**Prefix/Title:**.....*Mr*.....

Given Name(s):*David Good*.....

Name for Certificate:*David Good Auditor*.....

This should be your name as you wish it to appear on all published materials (e.g. David G Auditor).

Organization:*Citywide Auditing Company*.....

Position:.....*Quality Manager*.....

Please provide both business and home contact details and **select** the relevant box to indicate which is the preferred contact point for RABQSA communications. Please include area codes in phone and fax numbers.

Business Address

Address details:

PO Box 1234

Cityville

State: *WI*.....**Postcode:** ...*30010*

Phone: *888-722-2440* **Fax:** *414-765-8661*

Mobile:...*414-272-3937*.....

Email:...*davidgauditor@citywide.com*...

Home Address

Address details:

29 Home St

Homeville

State: *WI*.....**Postcode:** ...*30919*

Phone: *414-555-1212* **Fax:**

Mobile:...*414-272-3937*.....

Email:...*davidga@yahoo.com*

Applications must include an e-mail address.

Applications should be forwarded to your local Principal RABQSA Office.

Please see the website for your Principal Office's contact details.

Continued over page

EXAMPLE

SECTION 2 – GRADE OF CERTIFICATION

Please select the grade of certification requested:

- AS9110 Aerospace Auditor
- X AS9110 Aerospace Experienced Auditor
- AS9110 Aerospace Industry Experienced Auditor

SECTION 3 – GENERAL REQUIREMENTS FOR CERTIFICATION

ATTACHMENTS (Please select each box as applicable to confirm you have attached the following:)

- X Application Fee (Refer to Fee Schedule)

- X Copy of Certificate/s of Attainment /Successful Completion confirming required knowledge for Grade of certification sought. (Refer to each section for details)

- X Details of qualifications

- X Audit logs

- X Application Appendix A

ESSENTIAL INFORMATION FOR APPLICANTS FOR CERTIFICATION

Applicants should review the Certification Requirements for the grade of AS9110 Aerospace auditor certification sought and ensure that the information submitted demonstrates all these requirements.

Applicants who may have any special needs (e.g., language) should contact RABQSA for advice.

Applications must be submitted in English, unless otherwise agreed with RABQSA. Where translations of documents are provided, these must be independently verified for accuracy.

Please ensure that all materials are complete and accurate prior to submittal. Applications without all the required information will experience delays in processing while RABQSA seeks the additional information required.

Continued over page

EXAMPLE

SECTION 5 – DECLARATION

Please select the boxes as appropriate to confirm your understanding and agreement to the Terms and Conditions below:

- I hereby apply for AS9110 Aerospace Auditor Certification with RABQSA International.
- I agree to the publication of my name, contact and certification details in the RABQSA Register of Certified Personnel. (select only if applicable).
- I request that I be shown on the Register of Certified Personnel as able to undertake contract audit work (select only if applicable).
- I agree to comply with the requirements of certification as detailed in the AS9110 Aerospace Auditor Certification requirements.
- I agree to supply any further information needed for the evaluation of my Application
- All information provided in this Application is correct to the best of my knowledge.
- Any complaints regarding my performance are formally dealt with in a manner to prevent recurrence.
- I authorize RABQSA to seek information from any parties noted in this Application and supporting documents.
- I will observe the RABQSA Code of Conduct and confirm that I will:
 - Act professionally, accurately and in an unbiased manner.
 - Strive to increase the competency and prestige of my profession.
 - Assist those in my employ or under my supervision in developing their professional competency.
 - Not undertake any assignments that I am not competent to perform.
 - Not represent conflicting or competing interests and will disclose to any client or employer any relationships that may influence my judgment.
 - Not discuss or disclose any information relating to any assignment unless required by law or authorized in writing by the client and/or my employing organization.
 - Not accept any inducement, commission, gift or any other benefit from client organizations, their employees or any interested party or knowingly allow colleagues to do so.
 - Not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process.
 - Not act in any way that would prejudice the reputation of RABQSA or the personnel certification process and will cooperate fully with an enquiry in the event of any alleged breach of this code.

Name: David Good Auditor

Signature: *D. G. Auditor*

Date: 30 April 2008

Continued over page

EXAMPLE

SECTION 6 - PAYMENT DETAILS

Please refer to the Certification Fee Schedule www.rabqsa.com/fee_portal.html for details of Application Fees.

I enclose my Check Credit card for the amount of __\$100.00_ in USD AUD Euro

Please be sure to select the correct method of payment and the correct currency.

Credit Card Type: (please select) VISA M/CARD B/CARD AMEX

Card Number: 1234 / 5678 / 9123 / 4567

Expiry Date: 01/10

Card Holder Name: D.G. Auditor

End of Application Form

End of Annex G

Summary of Certification Requirements

Please note that this table is a **SUMMARY ONLY** of certification requirements. Applicants **MUST** refer to the details provided in the Certification Requirements.

Certification Requirements	Aerospace Auditor	Aerospace Experienced Auditor	Aerospace Industry Experienced Auditor
Knowledge competency (page 8)	<u>Option 1</u> AQMS Foundation Course plus QMS (ISO 9001) auditor training course <u>Option 2</u> AQMS Standard Auditor Course	AS9110 aerospace industry specific course plus <u>Option 1</u> AQMS Foundation Course plus QMS (ISO 9001) auditor training course <u>Option 2</u> AQMS Standard Auditor Course	<u>Option 1</u> AQMS Foundation Course plus QMS (ISO 9001) auditor training course <u>Option 2</u> AQMS Standard Auditor Course
Qualifications (page 11)	Quality Management System (QMS) auditor certification	Quality Management System (QMS) auditor certification	Quality Management System (QMS) auditor certification
Work Experience (page 11)	N/A	2 years full-time aerospace work experience within the past 15 years.	4 years full-time aerospace work experience within the past 10 years plus 2 years full-time repair/maintenance in the last 4 years.
Audit Experience (page 11)	4 complete QMS or AQMS (9100/9110) audits conducted for a total of 20 audit days within the past 3 years	4 complete QMS or AQMS (9100/9110) audits conducted for a total of 20 audit days within the past 3 years plus 1 shadow of complete AS9110 audit and 2 complete AS9110 audits witnessed by an approved AIEA	4 complete QMS or AQMS (9100/9110) audits conducted for a total of 20 audit days within the past 3 years

End of Certification Requirements.