

April 28, 2010

To: Users and Stakeholders of the IAQG Industry Controlled Other Party (ICOP) process of Certification of Aerospace Quality Management System (AQMS) Standards  
From: Tim Lee — IAQG OPMT Chair and Rick Downs — IAQG AATT Team Leader  
Subject: International Aerospace Quality Group (IAQG) training deployment for the Aerospace Auditor Transition Training

One of the key elements of the IAQG's improvement strategy for the ICOP process is the development of an IAQG sanctioned training course. In addition, the development of this training course is a key element in the transition to the 2009 versions of the IAQG developed Aerospace Quality Management System (AQMS) standards. Since the decision to launch this effort was first announced much has been accomplished and we are very close to the deployment of this course. Outlined in this communication are the details of the deployment plan for the IAQG **Aerospace Auditor Transition Training (AATT)** course.

Auditors, Trainers, Training Providers, and Training Provider Approval Bodies (TPAB) are all needed to successfully deploy the AATT. The chart below shows the key activities to be completed by each of these groups.

<b>Training Provider Approval Bodies (TPAB)</b> <ul style="list-style-type: none"><li>• Approve training provider</li><li>• Conduct oversight of training delivery</li><li>• Verify the effectiveness of the training provider's process for the use of the ASD Evaluator feedback report</li></ul>	<b>Trainers</b> <ul style="list-style-type: none"><li>• Successfully pass AATT</li><li>• Complete ASD Evaluator course</li><li>• Address trainer's feedback report with Training provider</li><li>• Receive approval from training provider</li></ul>
<b>Training Providers (TP)</b> <ul style="list-style-type: none"><li>• Obtain TPAB approval</li><li>• Approve trainers<ul style="list-style-type: none"><li>◦ <i>Must address trainer's feedback report from the ASD Evaluator course</i></li></ul></li><li>• Coordinate with training developer and obtain training materials</li></ul>	<b>Aerospace Auditor (AA) &amp; Aerospace Experienced Auditor (AEA)</b> <ul style="list-style-type: none"><li>• Complete Online Modules</li><li>• Complete instructor-led course</li><li>• Final evaluation (=&gt;80% score)</li><li>• Retake process will be available</li><li>• Complete re-authentication process with AAB</li></ul>

On the following pages are the detailed requirements and steps to accomplish the activities outlined in the chart above.

IAQG requirements for the deployment of Aerospace Auditor Transition Training (AATT):

1. All currently authenticated ICOP auditors (AA and AEA) are required to complete the IAQG Aerospace Auditor Transition Training (AATT) to be authenticated for auditing of the 2009 IAQG AQMS Standards.
2. The IAQG AATT replaces the 9104/3 defined foundation course for authentication as an ICOP auditor for the 2009 IAQG AQMS standards.
3. The IAQG AATT is required to be included, in its entirety in 9104/3 defined standard auditor courses. This

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- means all auditors seeking authentication as an ICOP auditor for the first time must complete this course.
4. All training providers, including Certification Bodies, seeking to deliver Aerospace Auditor Transition Training (AATT) for the purpose of training ICOP auditors shall be approved by an IAQG Sector Management Structure (SMS) approved Training Provider Approval Body (TPAB).
  5. All trainers conducting the IAQG AATT shall successfully complete the course and the Plexus/IAQG ASD Evaluator course.
  6. Two approved trainers are required to deliver the IAQG Aerospace Auditor Transition Training (AATT).

(Reference IAQG OPMT resolutions 57 and 69 published October 15, 2009)

Components of the IAQG Aerospace Auditor Transition Training (AATT) course and the requirements for auditors and trainers:

**Online** — There are three online modules, one each for the 9100, 9110, and 9120 AQMS standards. Completion of the 9100 online module is the first step in completing the IAQG AATT. All trainees must complete the online modules for the applicable standard prior to attending instructor-led training. In addition, auditors seeking authentication to 9110 and 9120 must first complete the 9100 online module and instructor-led training prior to attending training for the 9110 and 9120 standards. All trainees will start the online modules by completing an initial examination. Trainees successfully passing the initial examination can choose whether to complete the online training of the applicable standard or simply go to the classroom component. Trainees who do not successfully pass the initial examination are required to complete the online training for the applicable standard.

**Instructor-led** — Instructor-led training is required for auditors seeking 9100 and 9110 authentication. 9120 training does not include an instructor-led training component. In addition, 9100 instructor-led training is a prerequisite for 9110 and 9120 training.

**Plexus/IAQG ASD Evaluator training** — Successful completion of the IAQG- sanctioned Aerospace Auditor Transition Training (AATT) course and the Plexus/IAQG ASD Evaluator course is required for all trainers delivering the IAQG sanctioned training course (AATT) instructor-led training for authentication of ICOP auditors. The Plexus International/IAQG ASD Evaluator course is applicable for both the 9100 and 9110 instructor-led training course delivery. Training providers are required to ensure they use the feedback report provided to them on their trainer candidate from the Plexus International/IAQG ASD Evaluator course as part of the training provider's trainer approval process.

### Cost Structure

	Online	Instructor-led*	ASD Evaluator	Exam
9100	\$395.00	\$195.00 (4 days including exam)	\$2,689.00 (5 days)	\$50.00
9110	\$150.00	\$50.00 (1 day including exam)		\$50.00
9120	\$195.00 (includes exam)	N/A		N/A

\* The cost for instructor-led training is determined by each training provider in addition to the cost quoted above for materials.

### Availability

	Online	Instructor-led*	ASD Evaluation+
9100	May 1, 2010	Americas	Americas

		May 2010 Europe and Asia-Pacific June 2010	May 2010 Europe June 2010
9110	Availability published by May 1, 2010	Availability published by May 1, 2010	Asia-Pacific TBD
9120	Availability published by May 1, 2010	N/A	

*\*English only — Plexus International will publish a schedule of training materials and training courses in other languages by May 1, 2010.*

*+ Initial courses will be in English. A schedule of courses from Plexus International in other languages will be determined based on demand.*

Course enrollment for online, instructor-led and ASD Evaluator courses will be available beginning May 1, 2010 at 9 A.M. CDT (-5 GMT). Enrollment will be through Plexus International.

Phone	1-888-Plexus-3 (1-888-753-9873) or 1-612-256-2852
Website	<a href="http://www.plexusintl.com">www.plexusintl.com</a>
Email	<a href="mailto:IAQG@plexusintl.com">IAQG@plexusintl.com</a>

*Note: The IAQG and Plexus International recognize that it is essential to facilitate the launch of instructor-led training courses by other SMS approved training providers as quickly as possible. In addition, we recognize that trained trainers are necessary to launch training by SMS approved training providers. To facilitate this, Plexus International will schedule the combination of the instructor-led and Plexus International/IAQG ASD Evaluator courses to support demand. Trainers wanting to complete the training process should sign up for training as soon as possible to assist Plexus International in scheduling these combined sessions to support demand.*

Please forward specific questions to Customer Service at Plexus International by e-mailing [IAQG@plexusintl.com](mailto:IAQG@plexusintl.com) or by calling 1-888-Plexus-3 (1-888-753-9873) or 1-612-256-2852. In addition, please feel free to contact the undersigned with questions related to the IAQG requirements for the Aerospace Auditor Transition Training (AATT).

Thank you,

Tim Lee  
[timothy.w.lee@boeing.com](mailto:timothy.w.lee@boeing.com)

Rick Downs  
[rjdowns@cessna.textron.com](mailto:rjdowns@cessna.textron.com)

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SAE International - 400 Commonwealth Drive, Warrendale, PA 15096-0001 USA

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