



Heads Up

Issue: 169

Date: 2010/01/18

To: ANAB AQMS Applicant and Accredited CBs and Accreditation Assessors

From: Lori Scheid-Gillespie, Accreditation Manager

Re: Implementation of AS9104, Revision A, Sections 10.3 and 10.4

It has been brought to my attention that ANAB may not have been consistent in assessing the following requirements for AQMS accredited CBs in AS9104, revision A, sections 10.3 and 10.4:

- 10.3 IAQG sector schemes shall accredit management offices of CRBs (the office which manages AQMS certification/registrations). The concept of "satellite offices" does not exist for AQMS standards.
- 10.4 CRBs can conduct assessments in any country from the accredited office. The accredited office shall manage the assessment and make the certification decision. When operating in countries away from the "home" office the assessment team shall take into account the local aerospace regulations.

The office that manages the ANAB-accredited AQMS certification should have been identified by the CB, outlined on ANAB's accreditation certificate, included in OASIS, and assessed annually by ANAB.

The statement "the concept of "satellite offices" does not exist for AQMS Standards" means that all AS9104 requirements must be administered and managed at the AQMS-accredited office. In IAF terms, a critical location cannot exist for AQMS standards.

To provide further clarification from the aerospace sector the current draft of AS9104-1 (to be balloted in the near future) states:

ABs shall require CBs to identify a single office location that has overall responsibility for the implementation of the requirements of the 9104-series standards. The CB lead office responsibility and authority for the design, development, and maintenance of the implementation of the 9104-series standards shall be through a person(s) employed by, or directly contracted to that CB lead office location. ABs shall require that this person(s) is identified.

ABs shall require that activities relating to the implementation of the 9104-series standards, including the initial qualification and performance monitoring of auditors, application review, assignment of audit teams, review of reports, certification decisions, and the issue of certification documents are all conducted and controlled by a competent person(s) employed or directly contracted (i.e. through a written agreement between the CB and a person) by the CB lead office. ABs shall require that CBs do not outsource any of the above activities or deploy

these activities to other offices and do not utilize critical locations (as defined by the IAF) as critical locations are not recognized by the IAQG or any SMS/CBMC.

As with many requirements, there are different methods of conforming to this requirement and it is something the CB must decide based on its own structure and internal management system; however, each AQMS CB is required to declare to their EATL by 1 February 2010 that they currently conform to AS9104, revision A, 10.3 and 10.4, or that they do not conform and what their plan is for getting into conformance.