

Subordinate Standard Program		
AS9100 Aerospace Industry CB Application for Accreditation		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 02 November 2010	DOCUMENT NUMBER: FA 2004.07

Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

E-mail:

AS9100 application fee: \$2,500

Fees are payable when purchasing application

Application and all supporting documents shall be submitted in English.

Instructions on application process are at www.anab.org; click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.remoteauditor.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at www.anab.org; under Documents, select Heads Up and click on issue 72.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

A CB applying for AS9100 accreditation shall already be QMS accredited by ANAB or in application with ANAB, and shall have been QMS accredited by an IAF MLA AB signatory for at least one year prior to applying for ANAB AS9100 accreditation.

All AS9100 requirements for CB accreditation can be found in [AS9104](#) and [AS9014](#), which can be purchased at www.sae.org.

For details on this ANAB accreditation program, refer to [ANAB Accreditation Rule 29](#) (at www.anab.org, under Documents select Accreditation Rules).

Section 2: CB AS9100 Auditor Training Program

Per [AS9104](#) and [AS9014 \(sections 6.4.b and 6.4.c\)](#), the auditor training program shall be reviewed and approved by the AB during the AQMS sector accreditation process. ANAB works with RABQSA International for the course approval process. **The aerospace training application is at www.rabqsa.com.**

Section 3: AS9100 CB Requirements

Provide evidence that the CB's certification system includes the requirements of AS9104 and AS9014.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
1. If CB has not been accredited by ANAB for at least one year, provide date of initial accreditation by an IAF MLA signatory member, including name of accreditation body. Requirement: AS9104 and AS9014, Section 6.1	Initial Response		Approved?
	Second Response		Approved?
2. Provide evidence that CB is accredited for IAF scope 21. Requirement: AS9104 and AS9014, Section 6.3	Initial Response		Approved?
	Second Response		Approved?
3. Provide evidence in form of CV or résumé that CB's management committee or advisory group includes person with aerospace industry background and knowledge. Requirement: AS9104 and AS9014, Section 6.3	Initial Response		Approved?
	Second Response		Approved?
4. Provide evidence in form of CV or résumé that CB has person with aerospace background and knowledge involved in certification decisions. Requirement: AS9104 and AS9014, Section 6.4.a	Initial Response		Approved?
	Second Response		Approved?
5. Provide evidence of use of acceptable auditor training program (see Section 2 of application). Requirement: AS9104 and AS9014, Sections 6.4.b and 6.4.c	Initial Response		Approved?
	Second Response		Approved?
6. Provide evidence of use of competent auditors (see	Initial Response		Approved?

Section 2 of application). Requirement: AS9104 and AS9014, Section 6.4.d		Approved?
	Second Response	
		Approved?
7. Provide guidance (checklists, briefing notes, etc.) CB requires AS9100 audit team to use. Requirement: AS9104 and AS9014, Section 6.4.e	Initial Response	
		Approved?
	Second Response	
8. Provide evidence (including section number) CB agrees to periodic surveillance and witness audits by accreditation body or bodies and IAQG members. Requirement: AS9104 and AS9014, Section 6.4.f	Final Response	
		Approved?
	Initial Response	
9. Provide evidence (including section number) CB has agreed to right of access by IAQG member companies, ABs, and other regulatory and governmental bodies, including information or records pertaining to AB approval of CB. Requirement: AS9104 and AS9014, Section 6.4.h		Approved?
	Second Response	
		Approved?
10. Has CB designated a database administrator with responsibility for entering audit data into OASIS? Requirement: AS9104 and AS9014, Section 6.4.h	Final Response	
		Approved?
	Initial Response	
11. Provide documentation (including section number) of how CB has addressed requirement that if a related body provided consulting services related to certification to an organization during preceding two years, CB will not be involved with AQMS certification of that organization. Requirement: AS9104 and AS9014, Section 6.4.i		Approved?
	Second Response	
		Approved?
12. Provide documentation (including section number) of how CB has addressed requirement that individuals, internal or external, who have provided consulting/training during preceding two years are not involved with AQMS certification of organization?.	Final Response	
		Approved?
	First Response	
		Approved?

Requirement: AS9104 and AS9014, Section 6.4.i			
13. What type of training does CB itself provide? Requirement: AS9104 and AS9014, Section 6.4.i (note)	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
14. What related body or bodies to CB offer quality system consulting and/or training? Requirement: AS9104 and AS9014, Section 6.4.i (note)	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
15. Provide CB's procedure(s) for ensuring continued integrity and validity of certificates it issues. Requirement: AS9104 and AS9014, Section 6.5	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
16. How does CB confirm it allows AAQG-member OEMs to perform surveillance reviews and right of access for AAQG-member companies, ABs, and other regulatory or governmental bodies during audits, including witnessing of CB audits of its clients? Requirement: AS9014, Section 6.6	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
17. Provide evidence (including section number) that CB has incorporated into its AQMS certification process that audit team leader must be approved/certified as an Aerospace Experience Assessor. Requirement: AS9104 and AS9014, Section 8.1.1	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
18. Provide evidence (including section number) that CB has incorporated into its AQMS certification process that other team members are aerospace auditors for AS9100 according to AS9104, 7.1, and includes members that understand technological and industrial sectors of system being audited. Requirement: AS9104 and AS9014, Sections 8.1.2 and 8.1.3	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
19. If CB uses technical experts or other outside help,	First Response		

provide evidence of how this is managed. Requirement: AS9104 and AS9014, Section 8.1.3		Approved?
	Second Response	
		Approved?
	Final Response	
20. Provide evidence (including section number) CB has incorporated requirements of duration of audits into its AQMS certification process. Requirement: AS9104 and AS9014, Sections 8.2.1 and 8.2.2	First Response	
		Approved?
	Second Response	
		Approved?
21. Provide evidence (including section number) (1) CB has incorporated into its AQMS certification process that for multiple-site certification, sampling is not allowed for initial certification (except for AS9120) and (2) surveillance/recertification audits shall ensure that each site under a single certification is audited during the period of validity of the certificate. Requirement: AS9104 and AS9014, Section 8.2.3	First Response	
		Approved?
	Second Response	
		Approved?
22. Provide evidence (including section number) CB has incorporated into its AQMS certification process requirement that full audit of all AQMS requirements is mandated for any organization transitioning from ISO 9001 to an AQMS. Initial audits shall cover entire AQMS standard. Note: Organizations transitioning from AS9100 to AS9110 or AS9120 may be audited on requirements of other standard that are not covered by existing certification (AS9104, 8.2.5) Requirement: AS9104 and AS9014, Section 8.2.4	First Response	
		Approved?
	Second Response	
		Approved?
23. Provide evidence (including section number) CB audit team leader classifies nonconformities as major or minor. Requirement: AS9104 and AS9014, Section 8.3	First Response	
		Approved?
	Second Response	
		Approved?
24. Provide evidence (including section number) CB has incorporated into its AQMS certification process requirement that certificate shall not be issued unless all major and minor nonconformities have been satisfactorily corrected with root cause	First Response	
		Approved?
	Second Response	
		Approved?
	Final Response	

analysis and corrective action verified by CB. This also applies for recertification and for transfers. Requirement: AS9104 and AS9014, Section 8.3			Approved?
25. Provide evidence (including section number) CB has incorporated into its AQMS certification process requirement that all audits are documented on AS9101 checklist or electronic facsimile (including scoring). Requirement: AS9104 and AS9014, Section 8.4	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
26. Provide evidence (including section number) CB has incorporated into its AQMS certification process requirement to leave copies of all information pertaining to audit (including checklists, findings, supporting documents, and other correspondence). Requirement: AS9104 and AS9014, Section 8.4	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
27. Provide evidence (including section number) CB has incorporated into its AQMS certification process requirement that during surveillance audit only audited areas of standard shall be scored, and scoring for non-audited areas of standard remains unchanged from previous audit. Requirement: AS9104 and AS9014, Section 8.5	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
28. Provide evidence that surveillance audits are conducted a minimum of once a year and that surveillances combined cover entire AQMS. Also provide evidence that recertification audits cover full AQMS. Requirement: AS9104 and AS9014, Section 8.5	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
29. Provide evidence (including section number) CB requires all AQMS audit information to be entered into OASIS database within one month. Requirement: AS9104 and AS9014, Sections 6.4.h, 8.4., 8.5, and Appendix A	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
30. Provide evidence (including section number) CB will not issue unaccredited AQMS certificates. Requirement: AS9104 and AS9014, Section 8.6	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?

31. Provide model of certificate to be issued to AS9100 certified clients with evidence of all required information. Requirement: AS9104 and AS9014, Section 8.6	First Response	
		Approved?
	Second Response	
		Approved?
32. Provide evidence (including section number) CB has incorporated into its AQMS certification process updating OASIS database when there is a change in certification status of an organization. Requirement: AS9104 and AS9014, Section 8.7.2	First Response	
		Approved?
	Second Response	
		Approved?
33. Provide evidence (including section number) of CB's process for handling complaints and appeals arising from AQMS certifications. Requirement: AS9104 and AS9014, Section 10.7	First Response	
		Approved?
	Second Response	
		Approved?

Section 4: CB Management Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.remoteauditor.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at www.anab.org; under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review takes approximately two weeks.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: