ASD-CERT

QUALITY MANUAL

This Quality Manual, issue 010, has been approved by:

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and has been authorized and released on , 06/06/2018 by:

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INTRODUCTION

This document is the Quality Manual of ASD-CERT, a certification body established by the Aerospace and Defence Industries Association of Europe (ASD).

ASD CERT is acting as a third party organization on behalf of OEM.

It is the responsibility of each OEM to decide about the usage and recognition of ASD CERT organisation for the qualification and the survey of their standards part suppliers in accordance with the own DOA, POA and Quality Manual. The purpose of ASD-CERT is to mutualise among OEM users the qualification of standard aerospace products , in accordance with requirement of EN 9133 for European aerospace industries. The standards under which products are qualified are prepared and maintained by standardization organizations.

It is also ASD-CERT's objective to support the aerospace industry as a mean to comply with the process of satisfying the requirements of suppliers control *e.g.* airworthiness authorities, quality standards and, as appropriate, other agencies, *e.g.* military and space.

This Quality Manual consists of two parts:

Part 1: ASD-CERT Description

This part addresses the requirements of ISO/IEC17065, "General Criteria for Certification Bodies operating Product Certification", and of ISO/IEC17021, "General Criteria for Certification Bodies operating Quality System Certification".
The requirements of ISO/IEC17065are reflected in this Quality Manual by which compliance with the two EN standards is demonstrated.

Part 2: ASD-CERT Procedures

This part details the different procedures and forms (ACP) to be applied for the different steps of the ASD CERT processes.

This ASD CERT Quality manual is available in the ASD CERT Web site (**http://www.asd-cert.org**)

It is subject to regular reviews and revision and the manufacturers shall check their conformance with the last issue.

Any comments thereto shall be directed to:

ASD-CERT
Secretary General
10 rue MONTOYER
1000 Brussels
Belgium

DEFINITIONS AND ABBREVIATIONS

ACP	ASD-CERT Procedure
AS	Aerospace Standard, published by the Society of Automotive Engineers (SAE)
ASD	AeroSpace and Defence Industries Association of Europe
ASD-STAN	ASD Standardization association
CEN/CENELEC	European Standards Development Organizations
DOA	Design Organisation Approval
EN	European Norm, a standard issued by CEN/CENELEC, the European Standardization Organization
JISQ	Standard published by the Society of Japanese Aerospace Industries.
Manufacturer	Company or organisation (also referred to as OCM Original Component Manufacturer in PrEN9133) which manufacture the products to be qualified and meeting the requirements of EN/AS/JISQ 9100. A manufacturer is assumed to be located in the place where the product is made.
MB	Mandated Body
Auditors	Person who perform the audit at the manufacturer
MoU	Memorandum of Understanding. A common agreement between organizations.
OEM	**Original Equipment Manufacturer : C**ompanies of aeronautic or space industry which are prime contractors of a system,a component or a product and holder of a type-certificate, a restricted type-certificate, a supplemental type-certificate, an European Technical Standard Order (ETSO) authorization, or a major repair design approval delivered by the EASA
POA	Production Organisation Approval
Product	Part manufactured from a material following a defined process
QPL	Qualified Products List. Published on the ASD-CERT website: **http://www.asd-cert.org**.
QTP	Qualification Test Programme
QTR	Qualification Test Report
SG	Secretary General
User	An organisation purchasing specific aerospace qualified products.
TFP	Technical Focal Point : Person who chairs the Technical Committee
TC	Technical committee; the 3 main technology clusters of products covered by ASD CERT .
TCM	Technical Committee Member ; Person who participates to the TC
TR	Technical Report

QUALITY MANUAL ISSUE STATUS

This Quality Manual is controlled by means of each issue as given on top of each page.

The Manual is released after approval by the Quality Manager and after authorization by the chairman and supersedes all previous similar documents.

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PART I:
ASD-CERT DESCRIPTION

1 QUALITY POLICY STATEMENT

ASD-CERT qualifies standard aerospace products and verifies the validity of the quality system of their manufacturers (through validity of EN/AS/JISQ 9100 certificates) in accordance with the requirements of EN/AS/JISQ9133.

The Quality Manager is appointed with responsibility for quality assurance of the operations of ASD-CERT and compliance with the requirements from EN45011, "General Criteria for Certification Bodies operating Product Certification", and of EN45012, "General Criteria for Certification Bodies operating Quality System Certification".

Operations are in accordance with the procedures described hereunder.

2 ORGANIZATION

ASD-CERT is a certification organization for the European Aerospace Industries, set up by members of EAQG (European Aerospace Quality Group)

It is an international non-profit Association according to Belgian law (AISBL). ASD-CERT is governed by its Statutes (see web site) and the operations performed according to the procedures as presented in Part 2 of this Quality Manual.

In addition to the information given in the statute, ASD CERT organisation includes the following definitions and accountability:

2.1 MANDATED BODY (MB) :

An OEM who benefits from the qualification of standard products and use of qualified products;
MB proposes OEM auditors to ASD CERT following ACP 002

2.2 BOARD

According to the statutes (article 6)

2.3 QUALITY COMMITTEE

The quality committee is chaired by the Quality manager and encompasses the 3 Technical committees. It is responsible for:

- Establishing the Quality manual and its update
- Statute on general (involving all the Technical committees) quality system and qualification issue
- Analyse any issues related to standard application raised by TFP

2.4 TECHNICAL COMMITTEES (TC):

The statutes describe the organisation of the 3 technical committees (TC) and their duty.

Each Technical Committee is chaired by a Technical Focal Point (TFP) and is composed of representatives of ASD-CERT members. Each TC supervises the auditors nominated in their technical domain**.**

In addition, the technical committees have in charge all the qualification issues (general or particular) relevant to their domain. In case of conflict it refers to the BOARD or QUALITY COMMITTEE to statute.

2.5 TECHNICAL FOCAL POINT (TFP)

Each Technical Focal Point is elected by the relevant Technical Committee. His/her duties are as follows:

- Chair the corresponding Technical Committee
- Provide guidance to the auditors of the relevant domain
- Nominate auditors for qualification activities. The nomination of Non OEM auditors for a manufacturer audit is under the responsibility of the TFP of the Technical Committee depending on the complexity of the qualification and experience of the auditors
- Assess applications of new auditors
- Assess requests of qualification & request approval/disapproval.
- Contact ASD-STAN relevant working group in case of standard application issues. As request by ASD STAN, TFP can make advices for a new text proposal to ASD STAN for solving the issue

2.6 AUDITORS :

Auditors accreditation should follow ACP 002. An auditor could come from OEM or from non OEM organisation. They are under the authority of one or several Technical Committees.

The auditor is responsible for :

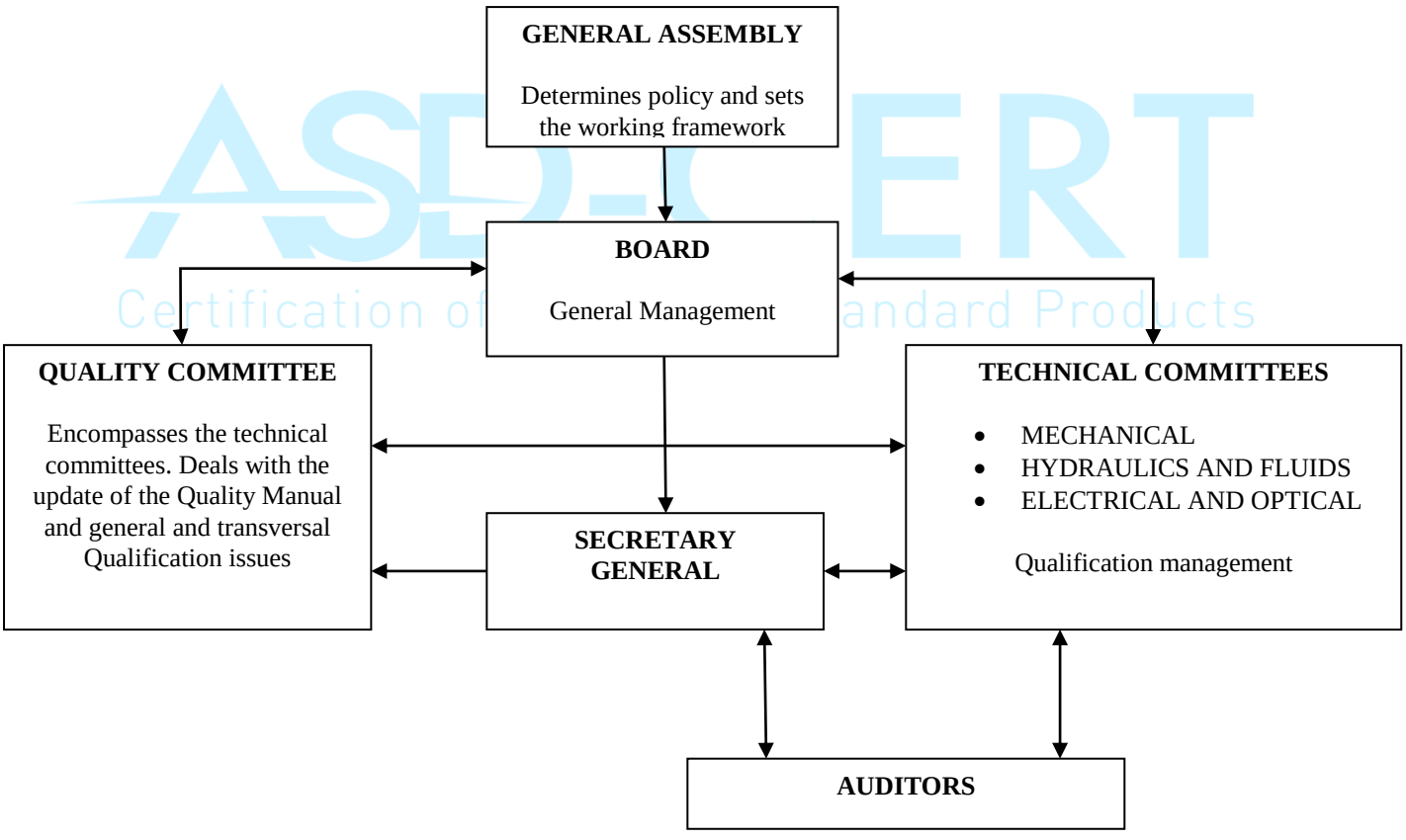
- Negotiate and approve review QTP & agree the audit method with the TFP.
- Negotiate planning for the audit & provide cost estimate to the SG for the qualification request.
- Review QTR from manufacturers to ensure the part(s) under review are compliant with the current ASD-STAN product standard requirement.
- Audit the manufacturers
- Provide Audit report with manufacturing route signed and stamped
- Complete and sign the ACP005 form 1 and the final ACP005 form2 summary report
- Support Technical Committee in case of issue and /or conditions

2.7 SECRETARY GENERAL

The Secretary General is appointed by the General Assembly. The Secretary General handles the daily management of ASD-CERT. His/her duties are performing qualification-related tasks, such as:

- Provide the ASD-CERT Treasurer with ASD-CERT financial circumstances.
- Keeping the Auditor list up-to-date, ordering their corresponding ASD - CERT stamps
- Recording each qualification request, ensuring a proper follow-up on each qualification, keeping the qualification records up-to-date, editing the Product Qualifications (PQ), updating the online ASD-CERT QPL, processing the qualification costs.
- Processing the appeals
- Handle the ASD CERT communication towards external entity in case of issue during and after the qualification

FIGURE 1 : organisation Chart



3 PERSONNAL COMPETENCIES

3.1 Board member

Person elected by the General Assembly, after presentation of candidacy with a letter of motivation duly documented.

3.2 Technical Focal Point

Person elected by the members of the relevant Technical Committee and endorsed by the general assembly. Acceptance of candidacy is based on the person's skills in the corresponding domain (experience in audit review, in standardization, in ASD CERT processes)

3.3 Auditors

Auditors shall have knowledge and experiences in the applied technical domain and the behaviour to act on behalf of ASD CERT. This is checked via the ACP002 procedure and regularly checked through satisfaction questionnaire sent by the manufacturers

3.4 Secretary General

Person appointed by the General Assembly to handle the daily management of ASD-CERT. This person shall demonstrate proper behaviour to act on behalf of ASD-CERT and proper knowledge and experience to manage on a daily basis ASD-CERT and its activities.

4 ASD CERT DOCUMENTATION AND CHANGE CONTROL

ASD CERT is driven by this Quality Manual which is in accordance with the general requirement from :

- EN 9133 : Qualification procedure for Aerospace Standard Products
- EN 45011 ISO 17065 : Requirements for bodies qualifying products, processes and services

This Quality Manual is controlled by means of each issue as given on top of each page.

The Quality Manager shall check if an updating of these master documentations impact the quality manual and lead to update the Quality Manual.

The Quality Manager shall also analyse any request from the BOARD, the Quality Committee, the Technical Committees or any TFP to update the Quality Manual.

The Qualified Product List is updated by the secretary general after each new qualification, renewal or suspension of qualification.

ASD CERT is not responsible to inform the manufacturer about any change on the documentations with which they shall comply for their productions as ie EN/AS/JISQ 9100, ISO 17025, or others product standard EN, ASM, … .

5 RECORDS

ASD CERT has an organisation which demonstrates that it retains the following dossier:

Document	Records condition
Qualification dossier of each manufacturer's qualification status.	full life of the corresponding aerospace program
Auditors accreditation dossier	full life of the corresponding aerospace program
QPL	full life of the corresponding aerospace program
Minutes of ASD CERT meeting board	5 years after end of ASD CERT mandate
Minutes of ASD CERT general assembly	5 years after end of ASD CERT mandate
Minutes of Quality managers audit	5 years after end of ASD CERT mandate

No part of any qualification dossier can be send to a third party without former written agreement from the manufacturer.

6 QUALIFICATION PROCEDURES

The following chart describes the qualification procedure (Details in Quality manual Part 2 procedure ACP001)

OWNER	ACTIONS
Manufacturer	Send ACP form to Secretary General
Secretary General	Registers, fills and sends request to Technical Focal Point
Technical Focal Point	Agrees/rejects request & selects OEM or non OEM Auditors Informs Secretary General
Secretary General	Informs the manufacturer
Manufacturer	Sends QTP to auditors
Auditors	Approves QTP & provides cost estimate to SG
SG/ Manufacturer	Agree cost & Planning and approval to proceed granted. Send QTR to auditors/ auditor
Auditor/Manufacturer	Conduct audit and send report to Technical committee
Technical Committee	Review report and approves /disapproves the qualification
Secretary General	Informs Manufacturer and registers complete QPL if qualification approved. Close out audit costs.

7 CONFIDENTIALITY

All data regarding qualification of aerospace products is confidential between ASD-CERT Board, the Technical Committee, auditors and each manufacturer. Upon request, qualification information may be obtained through directly from the manufacturer or from ASD-CERT by permission from the manufacturer. Only public information is published in the list of qualified aerospace products and their manufacturers.
The data regarding the accreditation of Auditors is confidential.

8 PUBLICATIONS

ASD-CERT publishes the results of its certification activities in a list of qualified aerospace products and their manufacturers. This list is periodically updated and is given in the format of a database which can be consulted on the ASD-CERT website (**http://www.asd-cert.org**) along with all Product Qualification Certificates.

9 APPEALS

ASD-CERT has instituted an Appeal Panel which has the authority to decide on appeals from manufacturers, Mandated Bodies, auditors or any other organisations against decisions linked with qualification activity.
The composition of the Appeal Panel is described in the ASD-CERT Statutes.

10 ASD CERT INTERNAL AUDIT AND PERIODIC REVIEW

The ASD-CERT Quality Manager is responsible for auditing and reviewing the operations of ASD-CERT (Board, Processes, Finance procedures, *etc.*). These audits and reviews will be conducted as instructed by ASD-CERT Board on a case by case basis. Corrective actions will be established by the Quality Manager and will be implemented by the people concerned.
The Quality Manager will report the results of audits and reviews to the Board.
The Quality Manager will also report the results of the corrective actions to the Board.

11 CONTINUOUS IMPROVEMENT

For continuous improvement purposes, three actions are implemented:

a) Each Technical Committee organises at least once a year a manufacturer technical meeting open for webex attendance,

- to review the main issues arisen from the qualification missions from both points of view: ASD CERT and manufacturers
- to present any qualification policy or process evolution, and get observation and feedback

Meetings are conveyed at least with a two months' notice Attendees may send comments on the agenda and propose specific items up to one month before the meeting. Final agenda is sent at least two weeks ahead of the meeting.

b) A questionnaire is sent to Manufacturer when the PQ has been released in order to evaluate the quality of ASD CERT qualification process.

c) Each year a TC auditor meeting is organised to share the different auditor's feedback from the yearly audits, to inform auditors about any new ASD CERT documents, to make the feedback from ASD CERT Evaluation Questionnaire received.

12 NON-CONFORMANCE DETECTION

In case of a non-conformance during manufacturing which could affect products already delivered, the manufacturer shall inform all its customers and ASD CERT with the reason of the issue (route cause analysis).
The Technical Committee will analyze the report and may request the suspension of the qualification.
A new audit may be required by ASD CERT for recovering a new qualification after the implementation of corrective actions by the manufacturer as recommended by the TC & TFP.
If non-conformance is detected during countercheck or in a regular usage by the OEM, the procedure is the following:
A user finding problems with standard aerospace products will normally report such problems to the manufacturer of the product. He may also report such problems to ASD-CERT. In any event, on receipt of such reports, or if the manufacturer recognizes that it has released non-conforming parts for industry use, it shall immediately report such events to ASD-CERT Secretary General & affected customers.
ASD-CERT Secretary General shall then contact the auditor who performed product qualification and the TFP and forward to him/her all pertinent information, requesting an immediate investigation. If this auditor is not any more available (retired, no more active), the secretary general will inform the TFP to identify another auditor.
TFP and auditors will then investigate and report the findings and recommendations to the ASD-CERT Secretary General. Such recommendations could be to conduct a partial or full product requalification, or removal of such qualification certification.
ASD-CERT Secretary General shall forward the auditors reports and recommendations to the corresponding Technical committee to which the members will respond confirming the recommendations or indicate if other actions are to be undertaken.
ASD-CERT Secretary General shall launch actions with the manufacturer and TFP consistent with the outcome of ASD CERT technical committee responses, and follow them through to conclusion. The manufacturer shall be responsible for the cost of the recovery activity & manage this through the SG.

13 VALIDATION EXTENSION

The manufacturer PQ certificate could be extended in the following cases, provided that the manufacturer has sent its request to ASD-CERT Secretary General in due time and that the request for renewal form shows neither change in manufacturing route nor unsolved quality issue nor technical complaints from the customer:

- In case no auditor mandated by ASD CERT is available at the date of the expiration of the PQ certificate
- In case the qualification test duration leads to the expiration of the PQ certificate
- In case the TFP chooses to wait for the publication of a new version of the product standard or technical specification.

This extension is valid for six months starting from the expiration date of the PQ certificate.

Any subsequent validation extension of 6 months may be granted at the discretion of the TFP by ASD-CERT on a case by case basis.

14 WITHDRAWAL OR SUSPENSION OF CERTIFICATES

There are circumstances when ASD CERT may withdraw or suspend qualifications; including, but not limited to the following examples:

- A manufacturer ceases production of a qualified product;
- A manufacturer loses its Quality Management System approval like for example expiration of its EN/AS/JISQ 9100 certificate;
- A manufacturer loses its NADCAP approval
- A manufacturer misuses a certificate, *e.g.* publishes misleading articles, commercial advertisements or publications;
- A manufacturer ceases trading;
- A manufacturer changes its name and/or address without informing ASD-CERT;
- A manufacturer changes its sealed manufacturing route or manufacturing location without submission of an ACP-008 form to ASD-CERT and so delivers such modified products to the customers without prior knowledge.
- A manufacturer has delivered defectives parts with the potential for technical issue for the OEM or other customer.

The decision to withdraw or suspend a qualification shall be taken by the relevant technical committee which shall inform the Board about his decision.

Upon confirmation of the decision to 'withdraw or suspend', ASD-CERT Secretary General shall:

1. Write to the concerned manufacturer the confirmation of the decision and request immediate return of the subject certificate(s).
2. Update the ASD-CERT website accordingly (removal from ASD CERT QPL).
3. Inform the aerospace community

15 LIABILITY

ASD-CERT cannot and will not replace any Aerospace Type Certification activities. It determines that at a given time, the manufacturer is capable to produce given parts which are in conformity to their respective standard.
ASD CERT cannot be responsible if the use case of the standard part is not appropriate and such use case induces in service failures.
ASD CERT, its officers or representatives accept no responsibility for the continued quality of products produced against relevant specifications, this responsibility remaining with the OEM and the manufacturer.
The Qualified Products List (QPL) on the ASD-CERT website brings together information showing those manufacturers who have successfully completed qualification testing as required by the appropriate technical specification, of the standard products.
Users of the auditor's report are reminded that qualification process is designed only to determine that the manufacturer has the capability to produce a particular Standard Product requiring qualification by a declared manufacturing process and the results are in accordance with the relevant standard as demonstrated by the manufacturer.

The acceptance of production batches is a matter for agreement between the manufacturer and the OEM.
The OEM has the responsibility to complete tests program for its own applications or tools if necessary and to manage its own Qualification Product List.
It is however, the responsibility of the OEM carrying out a design activity and selecting a part from the ASD-CERT Website Qualified Products List, to ensure that the company they have selected to supply the qualified product operates a manufacturing quality system that is acceptable to them and maintained to their satisfaction.
The standard part manufacturer remains wholly responsible for the quality of parts that are manufactured regardless of any qualification certificate he may obtain from ASD-CERT.
The manufacturer is responsible for the Qualification Test Report and guarantees its content & shall retain the evidence.
The standard part manufacturer is responsible for informing ASD-CERT of any Quality failures relating to products standard for which the manufacturer has been granted qualifications approval (certificate).
The standard part manufacturer is also responsible for informing ASD-CERT of any proposed changes to the manufacturing route (internally or subcontracted) of a qualified product prior to implementation of changes. Any requested MCR's (Manufacturing Change Request) shall be supplied with supporting data including a risk assessment related to change implementation.

16 ETHIC AND COMPLIANCE

The strict adherence to all applicable laws and regulations, including but not limited to those related to export control and antitrust, is expected of all auditors and ASD CERT members.

The following activities, in association with any industry managed program, are strictly prohibited to auditors and ASD CERT members :
• Fixing or setting prices for products produced by the manufacturer
• Communicate any information about Geographic markets or customers between or among competitors;
• Communication of information from competitors or customers from specific R&D, sales or marketing plans, or any company’s confidential product, development or production strategies that he could know during his activity.

ASD CERT board shall establish a process to communicate and promote adherence to the requirements of this section that shall apply to all participants including Technical focal point, auditors and independent contractor resources.
It is expected that all individuals involved with ASD CERT activity shall exhibit accepted professional standards of conduct and uphold and advance the integrity of the ASD CERT Program.

Each individual acting for or in the name of the ASD CERT Program has an inherent responsibility to uphold his position of trust relative to the public interest. It is expected that each individual exercise impartial professional judgment to assure confidence in the integrity by avoiding conflicts of interest in all ASD CERT related activities.
When a competing interest has the potential to preclude or impair the exercise of one's independent professional judgment or unreasonably jeopardizes the integrity of the ASD CERT Program activity, that individual shall inform ASD CERT and voluntarily disassociate him- or herself from that particular activity, whether it is committee discussion,

deliberations, decision-making or an audit activity.

Any person associated with an ASD CERT Program activity who believes that continued participation by any other person may jeopardize the integrity of the ASD CERT Program shall bring the matter to the attention of ASD CERT Board.

All individuals associated with the audit review process shall maintain the proprietary or confidential nature of information to which they are exposed or which comes into their possession as a result of their exposure to the supplier and/or audit reports during the accreditation process. Information of this type shall not be shared with individuals or organizations having no right to this information.

All individuals associated with ASD CERT audits and review process shall not unduly influence, or use personal conversations or connections, or their position, to influence the audit results or the review process.

Each manufacturer shall be equally treated by ASD CERT.

PART 2:
ASD-CERT PROCEDURES (ACP's)

ACP001 :
ASD-CERT QUALIFICATION PROCESS FOR AEROSPACE STANDARD PRODUCTS

Purpose

To describe the processes by which ASD CERT is organised to demonstrate that standard aerospace products conform to the requirements of the technical standards referring to these parts

Procedure

The following chart describes the different actions to achieve the final qualification by ASD CERT and details the different actions for each task (and who shall be involved) and the results of the action and who shall be informed.

The timing given is an ASD CERT commitment (for task under its responsibility) in order to deliver the qualification in shorter cycle.

It is applied only to manufacturers which have signed the certification agreement (see appendix 2)

Figure 1 : ASD-CERT Process chart

Step	From	Input	Action	Output	To	Timing
1	Manufacturer	Qualification request: initial or renewal or manufacturing change	Fill the form: ACP 003 or ACP 006 or ACP 008 or And send to ASD CERT	ACP 003 ACP 006 ACP 008 Completed	Secretary General (SG)	6 months before the Qualification targeted date
2	SG	ACP 003 ACP 006 ACP 008	Check the information content of ACP xxx Identify the relevant TFP	Letter to manufacturer to correct the form in case of non-conformance to ACP xxx	Manufacturer	5 working days
3				Registered audit number of the application on the web site, Form and server	Manufacturer Auditors TCM TFP SG	
4	SG	Registered Application form	Call for an OEM auditor or non-OEM auditor for a targeted expiration date (TFP+ SG) (nota 1)	Written agreement from an auditor within 10 days **OR** no auditor available within 10 days	Secretary General	
5	SG	Written agreement within 10 days	Complete ACP xxx with auditor name	ACP xxx completed with auditor name	Manufacturer auditor	10 working days
6		Non available auditor within 10 days	Prepare an information or extension letter with the qualification number identified Extend the validation for 6 months on the web site and server	Manufacturer informed that no auditor is available Extension letter sent to manufacturer PQ updated on web site	Manufacturer All OEM	
7	Auditor Manufacturer	ACPxxx completed Relevant technical specification Data from Manufacturer	Establish QTP	Manufacturer's QTP proposal	SG Auditor	1 month or other timeframe as advised by the TFP provided there is no issue with the QTP

Step	From	Input	Action	Output	To	Timing
8	Manufacturer	QTP proposal from Manufacturer	Check and amend the QTP versus technical specification, Sign QTP when agreed	QTP signed by auditor	Manufacturer TFP SG	To be approved
9	Auditor	QTP signed	Estimate the cost (travelling and hours) and planning, including planning of the test campaign	Auditor Quotation Planning	SG TFP	
10	Auditor	Auditor Quotation for audit	Review the auditor quotation proposal with TFP for agreement Contact Auditor for adjustments if necessary Prepare ASD-CERT quotation	ASD-CERT Quotation and planning for audit	Manufacturer	10 working days
11	SG	ASD-CERT Quotation and planning QTP	Accept ASD-CERT quotation Prepare purchase order	Purchase order sent	SG	In convenience with Manufacturer
12	Manufacturer	Purchase order	prepare the down-payment invoice	Down-payment invoice	manufacturer	5 working days
13	Manufacturer	Down-payment 75% paid	Confirm with auditor the starting date	the starting date	Manufacturer Auditor	5 working days
14	SG	Approval	Proceed to the audit Write the report	Audit Report signed by auditor and manufacturer	SG TFP	Following planning of step 9
15	Auditor	Audit report signed	Upload the report on ASD CERT web site Nominate technical committee members (TCM) for validation Inform the manufacturer that the report is at TC level	Server updated with report uploaded, nominated TCM and planning	SG TFP TCM Manufacturer	5 working days

Step	From	Input	Actions	Output	To	Timing
16	SG	Audit report	Review the report Provide decision (approval, disapproval, conditions)	ACP 005 with decision	SG TFP Auditor Manufacturer TCM	45 working days from signature of the audit report by the auditor
17	TCM	All TCM approvals without conditions	Prepare Draft PQ Prepare and Send final invoice	Invoice and Draft PQ	manufacturer	5 working days
18	TCM	Disapproval	Send final invoice Close the qualification activity on the website	Final invoice and website updated	manufacturer	5 working days
19	TCM	TCM conditions	complementary information to solve the issue	ACP-005 Form 1 without condition	SG TFP Auditor Manufacturer	10 working days then Step 16
20	SG	Invoice and Draft PQ satisfaction questionnaire	Pay the remainder of the invoice to ASD CERT Fill in the satisfaction questionnaire	Bank transfer Send satisfaction questionnaire filled in	Auditor TCM Board Members SG	30 working days
21	Manufacturer	Bank transfer	Record in server Issue the Final PQ on the website and notify the manufacturer Close the qualification activity on the website	Final PQ Website updated	All website users	5 Working days
22	SG	ASD CERT web site	Record the expiration date of its PQ in their quality management system and inform its customers	Internal manufacturer documentation updated	Manufacturer	After step 21

Nota 1 :

- For a new qualification (new supplier, new product, new site) only OEM auditor can perform the audit. A non-OEM auditor could be chosen by the TFP according to their experiences & feedback.

- For a new similar product in an already qualified supplier, a non-OEM auditor as well OEM auditor can perform audit. For renewal or manufacturing route change, all auditors panel can be used

SPECIAL CONDITIONS

DESKTOP AUDIT

ASD CERT recognises that in some instances where qualification renewals (ACP006) are presented with no change or reported defect/non-compliance compliant maintenance testing, and sound track record data, the opportunity should be undertaken to perform remote assessment and renewal.

ASD CERT recognises that in some manufacturing route changes (ACP008) the opportunity should be undertaken to perform remote assessment

Nevertheless no remote assessment and renewal will be made if the latest visit at the manufacturer's premises is more than 6 years old

For renewal, ASD CERT has established a questionnaire based review process that can be prepared as a declaration by the manufacturer, assessed remotely and sentenced as a low risk process (see ACP006).

At step 4, the TFP of TC takes the decision to apply this special condition with a nominated auditor.

At step 7 (if it is not done at step 1) the manufacturer proposes the compliance dossier with evidence of no change and no production issues

At step 8 TFP and auditor confirm that the desktop audit process could be engaged following the documentation received.

The process follows after the same route

The desktop audit shall be signed by the auditor and 3 TC members

SIMPLIFIED DESKTOP AUDIT

This process can be used exceptionally in specific case as per qualification policy authorized by General Assembly, the Technical Focal Point or any Technical Committee member designated by the TFP may decide to perform a simplified desktop audit instead of a regular desktop audit. This person will base his/her decision on the answers provided by the manufacturer to the questions listed on the ACP006 form. This person will check that the manufacturer complies with the requirements specified in the ACP006 form.

In case of a positive evaluation, the TFP or the corresponding TC member, which acts as auditor and as TC signatory, approves the ACP006 form, which will grant automatically the

manufacturer a 3-year PQ extension, forgoing the usual 3 TC member signatures requirement. In case of a negative evaluation, the renewal qualifications will follow the usual scheme.

The ACP006 form with attached manufacturer report is considered as an Auditor report and will be stored

USAGE OF OEM REPORT FOR A QUALIFICATION

OEM reports content may be used to complete qualification test reports (QTR) in order to speed up qualifications, provided:

- Additional declarations are made by the OEM & manufacturer that there are no deviations from the product standard requirement. Or any deviations are identified, reviewed & justified by the TFP & OEM auditor.
- The report (test details/results) is added to the QTR in full and not as a reference only.
- The OEM /manufacturer test report information is supplemented with a declaration that there have been no changes to the parts or process since the tests were done. If there are any changes then the report shall be reviewed by the TFP (and other independent OEM auditor help as required) for acceptability. Information shall include in-service volumes and experience (quality information) against similar parts (reason for original tests) & a typical customer list.
- Acceptability of the age of the original test information shall be on a case by case basis.

QUALIFICATION BY ANALOGY

Qualification by analogy can be used to reduce the amount of required testing.

Qualification by analogy to already qualified products is permissible if materials, designs and manufacturing processes and locations are identical. When materials, designs or manufacturing processes or location or technical requirements differ, additional tests to prove the conformity to the technical specifications shall be conducted.

Qualification shall be performed to verify compliance with the technical Specification. Qualification by analogy shall be made by the manufacturer with calculation, analyses, and existing test results. The manufacturer shall bring all justifications in the case of a qualification by analogy.

At step 7 and 8 the manufacturer shall prepare a formal substantiation report with full details of the similarities and differences, along with proposed tests, to be submitted to ASD-CERT auditor for review and for approval prior to start any test. The auditor will either accept the request for approval by analogy or instruct the manufacturer to either carry out all the tests in full or recommend a reduced test program to provide evidence of compliance. In any case the auditor has the right to request any additional tests to assure compliance to the technical specification.

NADCAP

NADCAP approval of special process is accepted by ASD CERT.

ACP002 :
AUDITORS

Purpose

To provide the procedure for auditor accreditation
To define criteria for being ASD CERT auditors
To define the scope of OEM and Non-OEM auditors

Definition:
Applicant: A person nominated by a Mandated Body or by a non-OEM organisation to be an ASD CERT auditor for standards product qualification.

For an OEM auditor, the applicant has to come from a qualification/certification, quality or engineering department of an OEM company and shall have experience with products similar to the product to be qualified.

For a non-OEM auditor, the applicant has to prove through his dossier that he /she has the skill for the position (see after)

Procedure :
The steps are described in the ACP 002 form 1 (hereafter). Depending of the candidate experience, the steps include a dossier, an interview and a training audit (as observer and as trainee)

The TFP is responsible for the accreditation of an applicant as an ASD CERT auditor for his/her Technical Committee following this procedure

The interview panel and audit trainer shall be selected by the TFP. The interview and training audit shall be conducted by a person coming from another company than the applicant.
The interviewer(s) shall follow the internal guideline for interview and the scoring table

The training audit should include two steps ; first step the applicant follows the Auditor trainer during the audit, second step the applicant leads the audit (steps 7 to 15 of ACP 001)

To approve an auditor accreditation at each decision step, the TFP takes all the advice he feels comfortable with before deciding, then informs the technical committee of the decision. If no justified objection is raised by any member of the TC, the process may continue. If a justified objection is raised, the TFP has to rework his decision to integrate the objection. The objection shall be based on presently known facts or events. The final decision can be appealed by anyone to which the decision is harmful.
The TFP decision shall be completed by an administrative interview with the applicant by the Secretary General

Once decision taken (acceptance or revoke), TFP informs the Technical Committee about the decision

ASD CERT Secretary General shall notify the applicant about the decision.

In case of acceptance the Secretary General will send a stamp to the new auditor and complete the auditors list
Each Auditor shall download a copy of this ASD CERT Quality Manual from ASD-CERT web site.

After each audit, the Secretary general shall send a satisfaction questionnaire to the supplier
Once completed and returned to the Secretary General, this questionnaire shall be stored in the auditor dossier
In case of major issue raised from the supplier, the TFP shall inform the Quality Committee and the Secretary General of any decision taken

Please complete this form and send to ASD-CERT - Secretary General – secretariat.general@asd-cert.org

ACP 002 :

Candidate application for accreditation as Auditor (OEM & Non OEM Auditors) to perform Product Qualification for ASD-CERT.

Candidate's request for Auditor Status to perform product qualification.
Candidate Name:
Company:
Address:
Job Title:
Time in present position:
Contact e-mail: Tel:

Area of Application:	**Mechanical:** ☐ Yes	**Electrical:** ☐ Yes	**Hydraulics:** ☐ Yes
Present relevant ASD-STAN Committee Representation			

The Auditor candidate shall be willing to actively participate as a Subject Matter Expert (SME) in the appropriate working groups for which he/she is applying to perform product qualification.

In support of a request for Auditor status, confirm (as applicable) you have enclosed the following supporting evidence:

Curriculum Vitae (CV) – Mandatory.	**Yes/No**
Professional Membership (optional).	**Yes/No**
Details of Experience, Specialist knowledge & Areas of Expertise shall be included in the supporting evidence package.	**Yes/No**
Details of other National or International Standards body membership.	**Yes/No**
Details of status or experience gained with other organisations.	**Yes/No**
Other relevant supporting documentation.	**Yes/No**

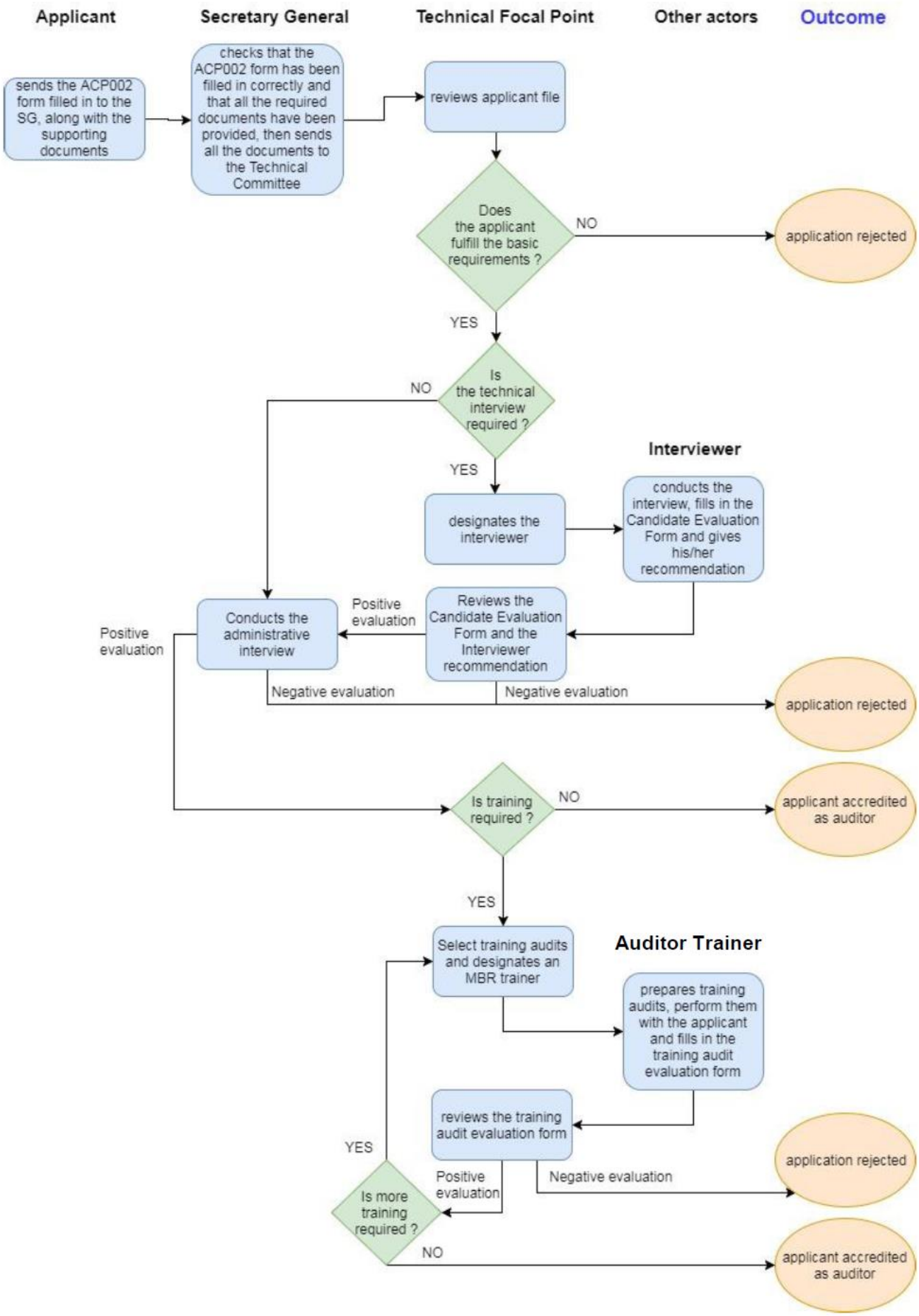
Auditor shall work in accordance with EN9133 - Qualification procedures for aerospace standard part.
Auditor shall use the Auditor Guideline which is available on the ASD-CERT website.
Auditor shall work in close collaboration with the ASD-CERT Secretary General to manage the qualification process.
Auditor shall acknowledge that all Auditor cost/payments/remunerations associated with any ASD-CERT activities shall be settled in accordance with the ASD-CERT guidelines.

Sponsoring Company/ Organisation:

Sponsor shall be a OEM company or Organisation with an MoU agreement with ASD-CERT. In accordance with ASD-CERT Quality manual process ACP002. Not mandatory for non-OEM Auditor

Proposers/Sponsor Name: Company:
Function:
Signature:
Address:
e-mail: Tel:
Date:

Received by SG	Date:
Request to proceed.	☐ yes ☐ no (Reason shall be provided ASD CERT Technical Focal Point)
Interview Required:	☐ yes ☐ no (Reason shall be provided ASD CERT Technical Focal Point)
ASD-CERT decision:	Request approved by ASD-CERT Technical Committee ☐ yes ☐ no ASD Cert Stamp allocated: ☐ yes ☐ no Stamp No: .....


Applicant
Secretary General
Technical Focal Point
Other actors
Outcome
sends the ACP002 form filled in to the SG, along with the supporting documents
checks that the ACP002 form has been filled in correctly and that all the required documents have been provided, then sends all the documents to the Technical Committee
reviews applicant file
Does the applicant fulfill the basic requirements ?
NO
application rejected
YES
Is the technical interview required ?
NO
YES
Interviewer
designates the interviewer
conducts the interview, fills in the Candidate Evaluation Form and gives his/her recommendation
Reviews the Candidate Evaluation Form and the Interviewer recommendation
Positive evaluation
Conducts the administrative interview
Positive evaluation
Negative evaluation
Negative evaluation
application rejected
Is training required ?
NO
applicant accredited as auditor
YES
Auditor Trainer
Select training audits and designates an MBR trainer
prepares training audits, perform them with the applicant and fills in the training audit evaluation form
reviews the training audit evaluation form
YES
Positive evaluation
Negative evaluation
application rejected
Is more training required ?
NO
applicant accredited as auditor

AUDITOR ACCREDITATION PROCESS

Suppliers	**Inputs**	**Steps** *In charge*	**Outputs**	**Customers**
Applicant	**Applicant file:** ACP002 + attachments	**Review applicant file** *Technical focal point*	**Go** with or without interview and with or without training audit**, or** **Application rejected**	**Applicant;** **Technical Committee;** **Secretary general**
Technical Focal Point	**Basic acceptation criteria**			
Technical Focal Point	**Go with interview decision**	**Designate interviewer** among the Technical Committee members *Technical focal point*	**Name of interviewer**	**Interviewer**
Technical Focal Point	**Technical questionnaire Acceptation criteria**	**Conduct technical interview** *Interviewer*	**Technical interview filled in;** **Go or No go recommendation**	**Technical Focal Point**
Technical Focal Point	**Technical interview filled in;** **Go or No go recommendation**	**Review technical interview outputs** *Technical focal point*	**Go, or** **Application rejected**	**Applicant;** **Secretary general;** **Technical Focal Point**
Secretary general	**Administrative questionnaire**	**Conduct administrative interview** *Secretary general*	**Administrative interview filled in;** **Go or No go decision**	**Applicant;** **Secretary general;** **Technical Focal Point**
Technical Focal Point	**Go with training audit decision**	**Select training audit(s)** *Technical focal point*	**Name of auditor trainer** **Training audit(s)**	**Applicant;** **Auditor Trainer**
Secretary general	**Go decision;** **List of pending audits**			
Technical Focal Point	**Technical interview filled in**	**Prepare training audit(s)** *TC Member Trainer*	**Audit plan(s) with responsibility matrix**	**Applicant;** **Auditor Trainer**
Auditor Trainer	**Audit plan(s) with responsibility matrix**	**Perform training audit(s)** *Trainer then-Applicant*	**Training audit evaluation form filled in** (first and second part)	**Technical Focal Point**
Technical Focal Point	**Training audit evaluation form filled in** (first and second part); **Acceptation criteria**	**Review training audit evaluation form** (parts 1 & 2) *Technical focal point*	**Applicant accredited as Auditor,** or **Additional training audit required,** or **Application rejected**	**Applicant;** **Technical Committee;** **Secretary general**
Technical Focal Point	**Applicant accredited as Auditor decision**	**Prepare and sign service contract** *Secretary general*	**Service contract signed**	**Applicant;** **Secretary general**
Secretary general	**Administrative interview filled in;** **Frame service contract**			

ACP003 :
APPLICATION FOR INITIAL PRODUCT QUALIFICATION

Purpose

To give complementary information to ACP001 about the procedure to be followed by the manufacturer applying for product qualification.

Procedure

Upon application for qualification, the manufacturer shall download the ACP003 forms -

This ACP includes 4 forms :

1) ACP 003 Form 1 : The commitment of the manufacturer to engage the qualification of the standard product(s)

2) ACP 003 Form 2 : The registration form of the main steps before the audit (for Secretary General process follow up)

- Auditor appointment,
- QTP proposal,
- QTP acceptance by auditor,
- Manufacturer agreement for Auditor charge support

3) ACP 003 Form 3 Audit Prices basis

4) ACP 003 Form4 General term and conditions for ASD CERT Services

The manufacturer shall fill in ACP003 – form01 and form 4 with the requested information and sign them. It shall join a certificate showing compliance to EN/AS/JISQ 9100 plus any other required certifications/accreditations from relevant organisations.

The Secretary General reviews the conformity of the forms received and gives a Qualification reference number to the applicant file.

The TFP will designate the auditor following these criteria ;

- His company or organization is a potential customer for ~~of~~ the applying manufacturer;
- The capability to perform the duties described herein on the subject product. Special attention for Non OEM auditor selection is taken in relation with the framework and context of the supplier situation (see ACP 001)

The ACP 003 Form2 is completed by the relevant authority (Secretary General, Auditor or Manufacturer) following the different process steps of ACP 001

Please complete this form and send it to :	*ASD-CERT - Secretary General*
ACP 003 FORM1 : **APPLICATION FOR PRODUCT QUALIFICATION**	**Manufacturer's reference n.:**

Manufacturer (hereunder the Applicant):

Address:

Contact person's name:
function:
phone: _____ **fax:** _____ **e-mail:** _____

We apply for certification of the following standard aerospace products:

Standards reference:	**Other Standards:**

Target Date for Qualification:

Quality System Certificates/Approvals held:

IAQG OASIS registration	**ASD-EASE EASIS registration**
☐ No ☐ Yes: validity _____	☐ No ☐ Yes: Company _____ Date _____ Report No _____

Others (attach copy of certificates):

European aerospace companies (interested in) purchasing the above products:

I, the undersigned, have read and understand that (Company name) (the "Applicant") will be liable for the price and expenses incurred in completing the Product Qualification Services, in accordance with the General terms and conditions for the provision of Product Qualification Services by ASD-CERT (the "Provider") attached to the application, regardless of the outcome.

Name: **Function:**
Signature:
Date:

To be filled in by ASD-CERT:	Received by ASD-CERT Secretary General: _____ Quality System Certificate Received: ☐ yes ☐ no
Qualification Reference #	Reference This number should be referenced on all documents submitted to ASD-CERT
ASD CERT Technical Focal Point Authorisation	Name: Signature: Date:

ACP 003 FORM 2

ACP 003 FORM2 : APPLICATION FOR PRODUCT QUALIFICATION	
Appointment of Auditor (to be completed by the ASD-CERT Secretary General)	The Auditor appointed for this approval exercise is *(Auditor Contact details)* _____ _____ _____ _____ Signature ---------- ASD-CERT Secretary General. Date ----------

QUALIFICATION TEST PLAN

Qualification Test Plan submitted by the Applicant Manufacturer. (To be completed by the Applicant Manufacturer) Note: A copy of the Qualification Test Plan template is available from the Auditor appointed who will provide guidance on its completion.	Qualification Test Plan reference: Please find our proposed Qualification Test Plan for agreement. Name: Signature: Function: Date:
Acceptance of Qualification Test Plan by Auditor Note: No manufacture of test samples or testing shall commence until the Auditor has signed and accepted the Manufacturers Qualification Test Plan.	The Qualification Test Plan referenced above has been accepted by the Auditor By signing and stamping, the Auditor gives the authorisation to manufacture test samples and commence the Test Programme. *Auditor: Stamp, name, date and signature*
Price Acceptance and authorisation to proceed with the Qualification exercise. (To be completed by the Applicant Manufacturer)	I, the undersigned, acknowledge that for the completion of this Qualification exercise we will be charged Euros (excluding VAT, Certification and T&S costs). Should any supplementary requests be necessary because of unexpected event (e.g. test failure), the price will be requoted and an amended agreement agreed. Name: Signature: Function: Date:
Additional information	

ACP 003 FORM 3

Prices are based on:

1. *Certification price* which covers the administrative costs and certification overheads associated with managing the PQ certificate portfolio.
2. *Qualification price* which covers the labour and Travel & Subsistence costs for the provision of the Auditor services.

<table>
<tr><th colspan="4">ACP 003 FORM 3
PRICE LIST (ALL PRICES ARE GIVEN IN EURO)</th></tr>
<tr><td colspan="4">1. CERTIFICATION PRICE (1)</td></tr>
<tr><td colspan="2">SERVICE</td><td>FIXED PRICE EUR</td><td>VARIABLE PRICE EUR</td></tr>
<tr><td>1.1.</td><td>Electrical contacts</td><td rowspan="5">1000
per technical specification</td><td>100
per size</td></tr>
<tr><td>1.2.</td><td>Electrical connectors & accessories</td><td>150
per each class
per each model/product standard</td></tr>
<tr><td>1.3.</td><td>Electrical cables</td><td>200
per product standard</td></tr>
<tr><td>1.4.</td><td>Mechanicals</td><td>100
per size</td></tr>
<tr><td>1.5.</td><td>Hydraulics and Fluids</td><td>100
per product standard</td></tr>
<tr><td>1.6.</td><td>New registration of Manufacturer</td><td colspan="2">500
Additional fee</td></tr>
<tr><td colspan="4">2. QUALIFICATION PRICE (2)</td></tr>
<tr><td>2.1.</td><td colspan="3">ASD-CERT Auditor activities
* Based on the agreed Qualification Test Plan</td></tr>
<tr><td>2.2.</td><td colspan="3">Travel & Subsistence expenses (T&S)
* The Applicant will reimburse all the Auditor travel and subsistence expenses, disbursed as a consequence of the qualification activities, subject to documentary evidence submission
** These expenses will comply with the Applicant’s Travel & Subsistence policy, applicable to its own staff. This policy shall be made available to ASD-CERT upon request.</td></tr>
</table>

ACP 003 FORM 4

GENERAL TERMS AND CONDITIONS FOR THE PROVISION OF PRODUCT QUALIFICATION SERVICES BY ASD-CERT

The General Terms and Conditions govern the relationship between the Applicant (the Manufacturer) and the Provider (ASD-CERT).

1. PRICES

The Provider shall fix its prices. All prices are in Euro.

Prices do not include:

- any applicable taxes. The Applicant is solely responsible for paying all applicable taxes.
- Auditor travel and subsistence expenses made as consequence of the qualification order, which will be reimbursed by the Applicant.

2. PRICE QUOTATION

Upon receipt of the application, and before the Applicant places any order, the Provider will issue a price quotation.

The quote is valid for 30 days once sent to Applicant.

3. ADVANCES

An advance of 75 % of the price quotation shall be invoiced.

The order is confirmed once the advance payment is received.

If the Applicant cancels the order after the Provider accepted it, for any reason aside from "force majeure", 15% of the deposit paid shall belong to the Provider, without any refund right for the Applicant.

4. TERMS OF PAYMENT

The whole amount, including Auditor travel and subsistence expenses, is due at the Product Qualification drafting stage.

The invoice is payable within 30 (thirty) days of the date of the invoice ("Due date").

In the event of non-payment of an invoice by the Due Date, the Provider reserves the right:

- to suspend or cancel the Product Qualification ordered by the Applicant, and/or
- to charge the Applicant a 8,5 % late fee, and/or
- to apply a penalty of 10 % of the invoice amount.

5. INSURANCE

The Applicant must be covered by an insurance policy that includes the liability related to the Product for which the Qualification was requested. It must be an "Aircraft Products Liability" insurance.

The insurance policy contract must include coverage for the Provider, its Directors, members, employees, agents as well as any third party acting on its behalf, in the quality of Additional insured parties.

The insurance policy contract must mention that the Provider, its Directors, members, employees, agents as well as any third party acting on its behalf shall be entitled to the indemnity paid by the insurance company.

The insurance policy contract must provide a clause that the insurance company shall waive any recourse and/or subrogation against the Additional Insured Parties.

Upon request, the Applicant provides the Provider with a copy of the aforementioned insurance policy certificate.

Applicant's liability towards the Provider is neither limited by the subscription of any insurance policy nor by the presentation of the insurance policy certificate.

6. LIABILITY

All Provider's obligations comprise obligations to provide a means and its mission is carried out according to the rules of good practice.

The Provider is only liable for damage caused by the non-observance of its contractual or legal obligations, if and in so far this damage was caused by deliberate fault or fraud.

7. GOVERNING LAW AND JURISDICTION

These General terms and conditions are governed by Belgian Law and shall be implemented pursuant to its provision.

Any dispute relating to the interpretation and performance hereof, which it has not been possible to resolve amicably, will be submitted to the jurisdiction of the Brussels Law courts.

As Applicant, I have read and accepted the General terms and conditions,

Name Date Signature

ACP004
AUDITOR GUIDELINE TO CONDUCT AN AUDIT

Purpose:

Give guideline to the auditor to prepare, conduct and report an audit at manufacturer plant (referred to ACP 001 steps 7; 8; 9; 15; 19)

Procedure

The Auditors shall:

- Ensure that the manufacturer fully understands the product standard and the technical specifications;
- Request the manufacturer to establish a Qualification Test Programme (QTP) and to specify the place and facilities proposed to achieve this programme
- Evaluate the Qualification Test Programme (QTP) including test procedures against the Technical Specification of the standard product to be qualified.
- Approve the Qualification Test Programme QTP before any qualification test is started by the Manufacturer.
- Define the timeframe for completion of the QTP.
- Prepare the costing of the audit to be submitted to ASD CERT SG
- Ensure that a Qualification Test Report (QTR) documenting the results of the QTP is prepared.
- Ensure that the QTR prepared by the manufacturer contains the following :
    - A list of all the tests carried out in accordance with the QTP, including issue dates and indexes of all relevant standards (including drawings and 3D Models) and as well as any other definition documents with issue dates and indexes;
    - A full list of quantitative test results and a summary sheet giving the results of tests and not only as pass/fail indications, but with actual values compared with required values All tested parts shall be stored by the manufacturer during the whole life of the aircraft programme. Those tested parts shall be made available by the manufacturer at any time upon request.
    - Reference number of the agreed and frozen manufacturing and inspection file (issue, date and index);
    - In case of Qualification by Analogy : (see ACP 001 special condition) This demonstration shall be written by the auditor and submitted to the TFP thru his/her ACP-005 form 2 report ;

- Tests referenced for analogy must have been performed less than one year ago;
- Analogy is conducted for a whole group of tests and not only for a particular test;
- Qualification by analogy must show each result value of the test and not a mention "pass/fail" alone which is not sufficient to pronounce the qualification;

- Have access during all stages of the manufacturing and Test Programme and to all manufacturing and inspection data for the product;
- Ensure all tools and test equipment used in the qualification are in calibration and being used correctly;
- Ensure the product to be evaluated has been manufactured and inspected as applicable to production parts;
- Reserve the right to proceed to any verification test and have any counter test performed when it is deemed necessary especially if an issue arises during the tests
- Ensure that the significant manufacturing operations and parameters are identified, that these operations and parameters are recorded in the QTR, the manufacturer shall undertake not to change anything without the express written approval of ASD-CERT and shall keep permanent records as per EN/AS/JISQ 9100;
- All tested parts shall be stored by the manufacturer during the whole life of the aircraft programme.

When the material used for the manufacturing is not the one mentioned in the standard, the auditor shall ask to the manufacturer the test report which compares the analogy of materials (for example an AISI material compared to an EN, AMS, ... material). The manufacturer shall demonstrate and the auditor shall determine if the materials are equivalent by chemistry, mechanical, physical … characteristics required in the referenced technical standard. Reference to TR3775 can be used provided that the relevant statement in TR3775 is included in the auditor's report to justify the analogy. After examination of the test results the auditor shall write a Qualification Test Report summary and forward a copy to ASD-CERT Secretary General and the manufacturer.

The Qualification Test Report shall be included in the ACP 005 Form2 template in appendix 1 (available also on the ASD-CERT website) and submitted in English language. The ACP 005 Form 2 report shall contain:

- A EN/AS 9100 certificate of at least one (1) year validity after the submission to the TC;
- Applicable Nadcap accreditation with the commodity (process)
- All technical specifications as well as any relevant documents with their indexes which are the referential from which the audit is performed;
- All requested values included in the technical specifications and the actual values resulting from tests for compliance;

- Decision of the auditors for each requested values and test result values (Pass / fail +value);
- In case of Analogy, a demonstration by the auditor that the requested test is not necessary to fulfil the technical specification;
- The Manufacturing route signed
- The ACP 005 form 1 (see after) with the auditor decision signed by the manufacturer representative

ACP005
PROCEDURE TO RELEASE
THE ASD CERT PRODUCT QUALIFICATION CERTIFICATE

Purpose

To provide the ASD CERT procedure to release the qualification certificate for standard aerospace products once the ACP 005 form 1 and 2 have been filled by the auditor

Procedure

The SG has selected 3 different Technical Committee Members (step 15 of the ACP 001) in order to review the ACP 005 form 2

Following the review, the TCM inform SG, Auditor, manufacturer and all others TCM about their decision via ACP 005 form 1

3 cases could occur :

1st case:	**2nd case:**	**3rd case:**
3 approvals received without any disapproval and without any conditional approval. The Secretary General will issue the draft PQ Certificate.	At least 1 approval under condition is received. The PQ is not issued until all conditions are answered If the manufacturer answer is positive, TCM changes the "approval under conditions" to a full approval (without conditions). If the manufacturer's answer is not positive, TCM disapprove the ACP 005 form 2. (see 3rd case)	At least 1 disapproval, is received. The Process is stopped until auditors and Manufacturer provide all requested data in order to change decision from disapproval to approval. In case of no agreement is obtained, the TFP shall be informed. He can refer to other TCM to comfort this decision. In specific case the TFP can escalate to the Quality Committee to consolidate the decision.

Issuance of Product Qualification (PQ) Certificate:

After consideration of the test report and taking into account the recommendations from the Auditors, the Technical Committee shall decide whether or not to grant the manufacturer a Product Qualification (PQ) Certificate for the product concerned.

Once the ACP 005 form 1 and 2 are approved by the ASD-CERT selected Technical Committee Members, the Secretary General shall prepare a draft certificate and issue the invoice

The Certificate shall contain the following minimum information:

- A unique identification number allocated by ASD-CERT Secretary General and recorded on the auditor's report;
- The name of the manufacturer of the product;
- the place where the product is manufactured;
- The product designation based on the product standard including indice number or date of issuance, part number of the product qualified and reference number
- The Technical Specification reference and date of issuance ;
- The Qualification Test Report (QTR) reference;
- The date of issuance of the certificate;
- The date of expiration of the certificate;

Upon receipt of the payment, the Secretary General will sign and issue the certificate. This certificate is valid for three years after which it may be extended, based on a performance review conducted by the original or another auditor.

The Secretary General shall publish the qualified standard aerospace product and its manufacturer on ASD-CERT website. Each certificate must be attached to only one technical specification.

ASD-CERT Secretary General shall maintain records of tests report summaries, ACP 005 forms, certificates and pertinent correspondence.

ACP 005 form 1:

PRODUCT QUALIFICATION TESTING - SUMMARY AND RECOMMENDATION

Auditor:

Manufacturer (Auditee):

Address:

Products subject to certification:

Product identification (acc. to marking requirements in appl. std.):	Qualification document: (document reference)	Sealed manufacturing route (document reference)

Name :

Signature: Date:

Recommendation of Auditor:

a. m. products of Manufacturer to be certificated: ☐ yes ☐ no

Name:

Signature: Date:

Decision of ASD-CERT Technical Committee member:

a. m. products of Manufacturer certificated: ☐ yes ☐ no
☐ yes on condition (see separate page)

Name:

Signature: Date:

ACP006
APPLICATION FOR RENEWAL OF PRODUCT CERTIFICATE

Purpose :

Refer to ACP 0001 step 22 and step 1 the manufacturer shall inform ASD CERT about its willingness to renew its certificate

Procedure :

When the manufacturer wishes to remain an approved supplier of a standard, it shall contact ASD-CERT Secretary General which will then process the request based on the ASD-CERT ACP 006-form 001 filled in and signed by the manufacturer with all elements/evidence required;

At step 4 of ACP 001, following these information (or from any complementary information that TFP can request to manufacturer), TFP should decide for a formal audit procedure or a desktop audit review. In both cases, an auditor is nominated for this review

The Qualification renewal activity is performed against the latest standard issue. Exception: When the qualification against the latest version brings an interchangeability break, the renewal can be made against the previous version of the standard and this is to be reported in the PQ. The interchangeability break will be raised by the Technical Focal Point to ASD STAN from the auditor's alert.

The auditor shall assure that complete data for initial qualification is available at ASD-CERT level before conducting the renewal procedure.

If the Manufacturer fulfils all the above conditions, there is no need to undertake all the qualification tests for this qualification renewal. Nevertheless, each request for renewal will be considered on a case by case basis, depending on type of products, on certificates expiration date and the auditor reserves the right to request from the manufacturer any test the auditor may deem necessary.

The qualification renewal procedure follows approval procedure as described in ACP 001.

Note: a first article inspection report (FAIR) in accordance with EN9102 is an acceptable product acceptance test (ref. § f) of ACP006) for ASD CERT.

Please complete this form and send it to: *ASD-CERT - Secretary General*

ACP 006
Application for renewal of Product Qualification

ASD-Cert Certificate number :

Certificate Expiry date:

I, the undersigned, have read and understand that (Company name) (the "Applicant") will be liable for the price and expenses incurred in completing the Product Qualification Services, in accordance with the General terms and conditions for the provision of Product Qualification Services by ASD-CERT (the "Provider") attached to the application, regardless of the outcome.

Manufacturer (hereunder the Applicant):

Address:

Contact person's name:

Function:

e-mail: **phone:** **fax:**

Signature:

Date:

Request for renewal of our product certification for the following standard:

Product Standard part number:	**Technical Specification:**

Please sign each of the following declarations, based on supply since previous approval:

Confirmation of continued manufacture	**Yes/No**	
Any change to manufacturing process	**Yes/No**	
Any change to company ownership or name	**Yes/No**	
Any quality complaints raised by customers	**Yes/No**	

Were changes have occurred, please supply additional data in support of your request.

In support of your request for qualification renewal, you shall complete the following and the Product Declaration (Annex A) of this form (If not, provide an explanation):

Manufacturing acceptance test data as defined by the Product Standard and the Technical Specification and a Dimensional report from the last batch of parts manufactured.	**Yes/No**
Number of parts supplied of each product type and size, as listed above, including the applicable customers.	**Yes/No**
Material release certificate from last batch of parts manufactured.	**Yes/No**
Copy of your latest quality systems certificate.	**Yes/No**
Completed ASD-Cert ACP005 – Form 1.	**Yes/No**

ASD-Cert retains the right to request full qualification as deemed necessary.

Review data required.

To renew an existing certificate for a further 3 years consecutive period of qualification, application should be made prior to the expiry date of the current certificate (add period to the ACP006). A completed ACP006 shall be supplied by the manufacturer.

The ACP006 shall be signed by an authorized person, such as the Quality Director or similar, from the Manufacturer & sent to the ASD-CERT SG requesting renewal of each certificate (PQXXX). The letter shall capture the points outlined below:

a) Identify ALL the product series to be renewed and relevant technical specification related to these products.
b) Number of batches and pieces manufactured in last 3 years.
c) List typical customers for these products over the last 3 years.
d) Details of any non-conforming products supplied or quality issues raised by customers associated with parts produced in the past 3 years. This shall include rejected parts for any reason. Closure activities for quality issues & other related arising's shall be included. Root cause analysis and improvements which were performed shall be reported.
e) Confirm any Manufacturing Changes made (or currently under review) since previous approval (declared & non-declared). Reference any relevant ACP008 forms that are applicable.
f) Declaration that production acceptance tests are appropriately completed and documented. Note evidence of the most recent production tests shall be provided for the nominated auditor reviewing this renewal.
g) Confirmation of unchanged material source(s) since the previous approval.
h) Declaration of continued manufacturing to the original sealed manufacturing route I.E. there has been no change to sealed manufacturing route(s).
i) Instances where no pieces have been manufactured in the last 18 months as per EN9133 rules, the manufacturer shall supply supporting evidence based on similar products or reference their declaration of no change to manufacturing route, to allow the nominated auditor to consider granting continued approval.
j) Evidence of continued quality system compliance in accordance with AS EN 9100. All further certifications (e.g. NADCAP process approvals) must still be valid.
k) Test plans & sample population for any maintenance tests required by the Product Standard shall be provided. Any deviation from the Product Standard test requirements shall be highlighted for the nominated auditor review.
l) Include a declaration that manufacture of these parts is still ongoing &/or that manufacturing capability is retained without change.
m) A final report which provides acceptable answers to all the abovementioned questions shall be issued and signed by the manufacturer and approved and stamped by the auditor

Failure to submit a suitable request with the above supporting data may result in suspension of qualification approval.

Product Declaration (Appendix A)- **ALL BOXES TO BE COMPLETED[1].**
Data shall be relevant to the last 3 years production.

Please complete this form and send to :	*ASD-CERT - Secretary General*

Delete & add data/references as applicable:

***ACP 006 :* Application for renewal of Product Qualification**			
Previous PQ number.	***PQxxx***	**PQ expiry date:**	***DD/MM/YYYY***
ACP005 Form 1 supplied/completed:		***YES/NO***	
Part numbers to be renewed. Show all ranges & model styles for each range.		***Part Number:***	
Volume of Parts supplied for each product range:		***Part Number/Volume:***	
Technical Specification(s) for the above Products.		***Part Numbers/Tech Spec'n:***	
Typical customers for parts supplied:		***Name:***	
Supporting evidence (if no parts supplied in past 18 months):		***Applicable see attachments:*** ***Not applicable.***	
Statement of non-conformities rejects & customer returns: Description of failure/defect!		***1) Part Numbers/No of parts:*** ***2) Part Numbers/No of parts:*** ***Etc.***	
Closure activities for each non-compliance, rejects & customer returns:		***1) Reason/Closure action:*** ***2) Reason/Closure action:*** ***Etc.***	
Confirm declared & non-declared manufacturing changes:		***Applicable see attachments:*** ***Not applicable.***	
Production Acceptance Test data supplied:		***Add Test Data Report Ref:***	
Batch/sample Technical Specification 'Acceptance test' results include:		***Dimensional compliance confirmation:*** ***Metallurgical compliance confirmation:*** ***Performance compliance confirmation:*** ***Chemical compliance confirmation:***	
Confirmation of unchanged material(s) source(s).		***NO source changes:*** ***Changes made see attachments.***	
Confirmation of unchanged sealed manufacturing route(s)		***NO route changes:*** ***Changes made see attachments.***	
QMS accreditations:		**Expiry Dates:**	***DD/MM/YYYY***
Requirement for Product Standard Maintenance Tests:		***YES see attachments:*** ***Not applicable.***	
Material C of C unchanged.		***YES:*** ***NO see attachment for details:***	
Confirmation that manufacturing is currently ongoing:		***YES:*** ***NO see attachment for details:***	
Additional information to support the renewal request?		***Add data/ref:***	
ALL manufacturing site addresses affected by this renewal request:		***Co Name.*** ***Address(es)***	
Value Added Distributors affected by this renewal request:		***Co Name(s).*** ***Address(es)***	
The manufacturer's representative confirmation of compliance:		***Print name*** ***Signature*** ***Date:***	

[1] The information in the right hand column shall be completed, the guidance comments shall be overwritten

ASD-CERT

Information to be completed by ASD CERT based upon the evidence provided above.

ACP 006 : **Application for renewal of Product Qualification**	
To be filled in by ASD-CERT SG:	Received by ASD-CERT Secretary General: _____ Confirmation that all relevant information has been provided (incomplete applications shall be returned to the applicant): ☐ yes ☐ no
Qualification Reference #	Reference: This number should be referenced on all documents submitted to ASD-Cert
ASD CERT Technical Focal Point Authorisation	Review decision: Sufficient Technical information has been provided: ☐ yes ☐ no (If "No insufficient information provided" the form shall be returned to the applicant, through the SG, with an explanation so that the application can be revised and resubmitted). Decision: Review by remote Desktop activity: ☐ yes ☐ no Perform Review by Physical Audit at the applicant premises: ☐ yes ☐ no Name: Signature: Date:
Appointment of Auditor (to be completed by the ASD-Cert Secretary General)	The Auditor appointed for this approval exercise is *(Mandated Body Representative Contact details)* _____ _____ _____ _____ _____ Signed ----------ASD Cert Secretary General. Date ----------
Certification Procedure	Route 1. For Applicant Self Certification the manufacturer shall complete the self-declaration and provide the completed information to the Auditor. If the Auditor finds that the information is sufficient to recommend renewal of the certificate he shall complete the Route 1confirmation which shall be provided to the TFP and the SG recommending automatic renewal of the stated PQ. Route 2. For applications where the information is incomplete or the test records require witnessing there will be a requirement to physical visit the manufacturer. In this instance there will be a requirement for the applicant to complete a QTP defining the required tests (where applicable), this shall be submitted to the Auditor for agreement. There will also be a requirement to agree to a renewal cost contract all of which are detailed as Route 2 below.

ACP 006 : **Application for renewal of Product Qualification**	
Route 1 Endorsement..	
Acceptance of Qualification Declaration by Auditor Note: The Auditor has not witnessed any tests or physically examined any records. In his judgement the information provided complies with the stated Qualification.	The Declaration referenced above has been accepted by the Auditor By signing and stamping, the Auditor gives the authorization to renew the abovementioned PQ. *Auditor Stamp name, date and signature*
Route 2 Process and Endorsement	
Qualification Test Plan submitted by the applicant manufacturer. (To be completed by the Applicant Manufacturer) Note: A copy of the Qualification Test Plan is available from the designated Auditor (above) who will provide guidance on its completion	Qualification Test Plan reference: Please find our proposed Qualification Test Plan for agreement. Name: Signature: Function: Date:
Acceptance of Qualification Test Plan by Auditor Note: No manufacture of test samples or testing shall commence until the Auditor has signed and accepted the Manufacturers Qualification Test Plan.	The Qualification Test Plan referenced above has been accepted by the Auditor By signing and stamping, the Auditor gives the authorization to manufacture test samples and commence the Test Programme. *Auditor Stamp name, date and signature*
Price Acceptance and authorisation to proceed with the Qualification exercise. (To be completed by the Applicant Manufacturer)	I, the undersigned, acknowledge that for the completion of this Qualification exercise we will be charged Euros (excluding VAT, Certification and T&S costs). Should any supplementary requests be necessary because of unexpected event (e.g. test failure), the price will be requoted and an amended agreement agreed. Name: Signature: Function: Date:

Prices are based on;

1. *Certification price* which covers the administrative costs and certification overheads associated with managing the PQ certificate portfolio.
2. *Qualification price* which covers the labour and Travel &Subsistence costs for the provision of the Auditor services.

3.

***ACP 006 :* Application for renewal of Product Qualification**			
PRICE LIST (ALL PRICES ARE GIVEN IN EURO)			
1. CERTIFICATION PRICE [(1)]			
SERVICE		FIXED PRICE **EUR**	VARIABLE PRICE **EUR**
1.1.	Electrical contacts	**500** per technical specification	**100** per size
1.2.	Electrical connectors & accessories		**150** per each class per each model/product standard
1.3.	Electrical cables		**200** per product standard
1.4.	Mechanicals		**100** per product standard
1.5.	Hydraulics and Fluids		**2000** per product standard family[2]
2. QUALIFICATION PRICE [(2)]			
2.1.	ASD-CERT Auditor activities Route 1: 1000 € (lump sum) Route 2: Based on the Qualification Test Plan;		
2.2.	Travel & Subsistence expenses (T&S) * The Applicant will reimburse all the Auditor travel and subsistence expenses, disbursed as a consequence of the qualification activities, subject to documentary evidence submission ** These expenses will comply with the Applicant's Travel & Subsistence policy, applicable to its own staff. This policy shall be made available to ASD-CERT upon request.		

[2] Is considered a "Product Standard Family" a group of product standards under

- The same Technical Specification
- The same standard material
- Related to only "One" Interface for "Female" and only "One" Interface for "Male"
- The same dimensional SI Unit (Metric)
- The same max. Pressure class.
- The same ASD-Cert "PQ Number"
- The same Manufacturing Route

ACP 006 : Application for renewal of Product Qualification

GENERAL TERMS AND CONDITIONS FOR THE PROVISION RENEWAL OF PRODUCT QUALIFICATION SERVICES BY ASD-CERT

The General Terms and Conditions govern the relationship between the Applicant (the Manufacturer) and the Provider (ASD-CERT).

8. PRICES

The Provider shall fix its prices. All prices are in Euro.

Prices do not include:

- any applicable taxes. The Applicant is solely responsible for paying all applicable taxes.
- Auditor travel and subsistence expenses made as consequence of the qualification order, which will be reimbursed by the Applicant.

9. PRICE QUOTATION

Upon receipt of the application, and before the Applicant places any order, the Provider will issue a price quotation.

The quote is valid for 30 days once sent to Applicant.

10. ADVANCES

An advance of 75 % of the price quotation shall be invoiced.

The order is confirmed once the advance payment is received.

If the Applicant cancels the order after the Provider accepted it, for any reason aside from "force majeure", 15% of the deposit paid shall belong to the Provider, without any refund right for the Applicant.

11. TERMS OF PAYMENT

The whole amount, including Auditor travel and subsistence expenses, is due at the Product Qualification drafting stage.

The invoice is payable within 30 (thirty) days of the date of the invoice ("Due date").

In the event of non-payment of an invoice by the Due Date, the Provider reserves the right:

- to suspend or cancel the Product Qualification ordered by the Applicant, and/or
- to charge the Applicant a 8,5 % late fee, and/or
- to apply a penalty of 10 % of the invoice amount.

12. INSURANCE

The Applicant must be covered by an insurance policy that includes the liability related to the Product for which the Qualification was requested. It must be an "Aircraft Products Liability" insurance.

The insurance policy contract must include coverage for the Provider, its Directors, members, employees, agents as well as any third party acting on its behalf, in the quality of Additional insured parties.

The insurance policy contract must mention that the Provider, its Directors, members, employees, agents as well as any third party acting on its behalf shall be entitled to the indemnity paid by the insurance company.

The insurance policy contract must provide a clause that the insurance company shall waive any recourse and/or subrogation against the Additional Insured Parties.

Upon request, the Applicant provides the Provider with a copy of the aforementioned insurance policy certificate.

Applicant's liability towards the Provider is neither limited by the subscription of any insurance policy nor by the presentation of the insurance policy certificate.

13. LIABILITY

All Provider's obligations comprise obligations to provide a means and its mission is carried out according to the rules of good practice.

The Provider is only liable for damage caused by the non-observance of its contractual or legal obligations, if and in so far this damage was caused by deliberate fault or fraud.

14. GOVERNING LAW AND JURISDICTION

These General terms and conditions are governed by Belgian Law and shall be implemented pursuant to its provision.

Any dispute relating to the interpretation and performance hereof, which it has not been possible to resolve amicably, will be submitted to the jurisdiction of the Brussels Law courts.

As Applicant, I have read and accepted the General terms and conditions,

Name Date Signature

ACP007
PROCEDURE FOR CONTROLLING ASD-CERT STAMPS

Purpose

To provide the procedure for assigning and controlling inspection stamps used to indicate that a particular manufacturing route was inspected and frozen in a manufacturing plant by an auditor.

To ensure that ASD-CERT maintains a record of issued stamps, indicating assignee, date of issue, and number indicated on the stamp; and that control is exercised with regard to loss, damage and reassignment of stamps.

Scope

This procedure applies to ASD-CERT Secretary General and Auditor.

Responsibilities

ASD-CERT Secretary General is responsible for the assignment, control and maintenance records for all inspection stamps.

Procedure

All inspection stamps are assigned and controlled by ASD-CERT Secretary General in order to prevent unauthorised use.

A master list is maintained by the Secretary General in the form of a Stamp Assignment Log. Each stamp is identified with a consecutive number which allows each stamp to be assigned and traced to a particular auditor

All non-used stamps shall be kept secure at the ASD-CERT Secretary General's office.

For each auditor, one numbered stamp shall be issued and registered by the Secretary General.

Each auditor is responsible for the correct application of the stamp on manufacturing route documentation by authorised users, and each Auditor is responsible for the prevention of unauthorised use of his or her stamp.

Any auditor who ceases his ASD-CERT activities (retirement or resignation or decision from ASD-CERT) shall immediately return his stamp to the ASD-CERT Secretary General for destruction.

In the event of a loss of his stamp, the auditor shall issue a report of the circumstances with estimated date of loss to the ASD-CERT Secretary General who will make appropriate changes to the Stamp Assignment log.

In the event that a stamp becomes damaged so as to affect its legibility (cannot be read any more), it shall be returned to the ASD-CERT Secretary General for destruction. A replacement stamp shall be issued and records shall be amended accordingly.

ACP008
PROCEDURE FOR MANUFACTURING CHANGE REQUEST APPROVAL (MCR)

Purpose

To provide the procedure to be followed by a manufacturer :

- To change the name of company
- To change place of manufacture
- To change his manufacturing and/or inspection processes.
- To change a material

The standard part manufacturer is also responsible for informing ASD-CERT of any proposed changes to the manufacturing route of a qualified product prior to implementation of changes. Any MCR shall be supplied with a revised QTP, a risk assessment or similar statement to confirm that this change will enable the modified part to meet the subject test specification, timescales for re-qualification such that ASD-CERT can endorse the proposed change.

MANUFACTURING ROUTE (example) and CONSEQUENCES

In case of manufacturing change, the impact on the existing qualification shall be analysed with the Auditors to determine which QTP applies.

Any changes to the product manufacturing route without prior ASD-CERT approval can lead to suspension of the PQ.

Procedure

The manufacturer wishing to incorporate a change to his sealed manufacturing route and/or inspection processes shall request ASD-CERT's approval by sending a Manufacturing Change Request, ACP008 - FORM01 with part 2 fully completed, to ASD-CERT Secretary General.

ASD-CERT Secretary General shall forward the MCR to a nominated Auditor to request for his recommendations & proposed costs for the audit or review. If agreed, the manufacturing route used to manufacture the parts, shall accordingly be changed, proven (by any applicable testing required by the auditor), established, agreed, stamped and sealed.

The Auditor shall provide recommendations, endorsing the MCR and return it to ASD-CERT Secretary General who will seek confirmation from the ASD-CERT correspondingTechnical Committee under the same approbation process as for ACP001.

ASD-CERT Secretary General will notify the manufacturer of the ASD-CERT decision & recover any costs incurred.

ASD-CERT Secretary General shall keep records of the MCR’s and associated correspondence.

In case of corporate structure change, the ACP 008 will be signed by the TFP only without audit process and review by the TCM.

New ACP 008 (in red the modifications from the original document)

Please complete this form and send it to:	*ASD-CERT - Secretary General*
MANUFACTURING CHANGE REQUEST	**Manufacturer's reference:**

Manufacturer (hereunder the Applicant):
Address:

Products subject to certification:

Product identification (acc. to marking requirements in appl. std.):	Product qualification certificate number:	Issue date of the PQ certificate

Proposed changes:

Reasons for changes:

Effective date of change:

I, the undersigned, have read and understand that (Company name) (the "Applicant") will be liable for the price and expenses incurred in completing the Product Qualification Services, in accordance with the General terms and conditions for the provision of Product Qualification Services by ASD-CERT (the "Provider") attached to the application, regardless of the outcome.

For Manufacturer **Function:**

Signature:

Name: **Date:**

To be filled in by ASD-CERT:	Received by ASD-CERT Secretary General: _____
Qualification Reference #	Reference This number should be referenced on all documents submitted to ASD-CERT
ASD CERT Technical Focal Point Authorisation	Name: Signature: Date:
Appointment of Auditor (to be completed by the ASD-Cert Secretary General)	The Auditor appointed for this approval exercise is *(Auditor Contact details)* _____ _____ _____ Signed ----------ASD Cert Secretary General. Date ----------

Qualification Test Plan submitted by the applicant manufacturer. (To be completed by the Applicant Manufacturer, except for the price charged) Note: A copy of the Qualification Test Plan is available from the designated Auditor (above) who will provide guidance on its completion	Qualification Test Plan reference: Please find our proposed Qualification Test Plan for agreement. Name: Signature: Function: Date:
Acceptance of Qualification Test Plan by Auditor Note: No manufacture of test samples or testing shall commence until the Auditor has signed and accepted the Manufacturers Qualification Test Plan.	The Qualification Test Plan referenced above has been accepted by the Auditor By signing and stamping, the Auditor gives the authorization to manufacture test samples and commence the Test Programme. *Auditor Stamp name, date and signature*
Price Acceptance and authorisation to proceed with the Qualification exercise. (To be completed by the Applicant Manufacturer)	I, the undersigned, acknowledge that for the completion of this Qualification exercise we will be charged Euros (excluding VAT, Certification and T&S costs). Should any supplementary requests be necessary because of unexpected event (e.g. test failure), the price will be requoted and an amended agreement agreed. Name: Signature: Function: Date:

Recommendation of Auditor:

Changed manufacturing route is sealed; doc. ref: _____

A. m. changes to be certificated: ☐ **yes** ☐ **no**

Name:

Signature: **Date:**

Decision of ASD-CERT Technical Committee member:

A.m. products of Manufacturer certificated: ☐ **yes** ☐ **no**
☐ **yes on condition (see separate page)**

Name:

Signature: **Date:**

Change number:		Date:

Check applicable column with respect to this change[1]	Yes	No
1. Is there a change in material?	☐	☐
2. Is there a change in processing?	☐	☐
3. Is the source substantiation list affected	☐	☐
4. Is Reliability adversely affected?	☐	☐
5. Is Safety adversely affected?	☐	☐
6. Is Durability adversely affected?	☐	☐
7. Is there a change in component performance?	☐	☐
8. Is the intent of this change to fix a field problem?	☐	☐
9. Is the intent of this change to fix a problem on parts in process or parts to be delivered?	☐	☐
10. Does this change correct a non-conformance, which was previously accepted by ASD-CERT?	☐	☐
11. Does this change propose a part number or quantity change to purchased item part lists?	☐	☐
12. Does this change alter the appearance of a part?	☐	☐
13. Is physical or functional part interchangeability affected?	☐	☐
14. Is specification performance affected?	☐	☐
15. Is the weight of the part affected?	☐	☐
16. Any change of company name?	☐	☐
17. Any change of place of manufacture?	☐	☐
18. Any change of sub-contractor?	☐	☐
19. Any change of Value Added Distributor?	☐	☐
Explain each "Yes" answer in detail on an attached sheet and state why this change should not be a major change or join the qualification matrix proposed applicable test sequence		

Classification of reason for change (check applicable reason)			
A. Product improvement	☐	G. Administrative error	☐
B. Manufacturing base	☐	H. Cost reduction	☐
C. Design error	☐	I. Customer request	☐
D. Drawing error	☐	J. Supplier (internal or external) error	☐
E. Obsolescence	☐	K. Impact due to REACH / RoHS	☐
F. New regulation	☐	L. Out sourcing / Value Added Distributor	☐

[1] Each question (1-19) shall be answered using check boxes (double click to check), if not completed the form

ACP009
MANUFACTURING RECORDS

Purpose

To provide the procedure to be followed by a manufacturer and the auditor to ensure that all manufacturing records are signed.

Procedure

The Auditor shall ensure that with regard to the production of the standard aerospace products at issue, that significant and/or risky operations and parameters are identified, that these operations and parameters are recorded and that manufacturing drawings and processes are recorded.

All records mentioned above shall be signed and stamped, (using the ASD-CERT stamp), by the Auditor, and signed by the manufacturer.

The manufacturer shall undertake not to change anything without the written approval of ASD-CERT. See also ACP 008.

The original set of manufacturing records shall be recorded and maintained by the manufacturer, a copy may be recorded by the auditors.

Record retention

All records relating to the qualification of the standard part shall be retained by the manufacturer of that product for a minimum of the life of the programmes they have been used on.

APPENDIX 1 ACP 005 Form 2

ASD-CERT
Qualification Activity Report
for standard #### products manufactured by *Manufacturer*
Facility location

Identification report number (obtained from ASD-CERT)
Date of the report YYYY-MM-DD

- ❑ Initial qualification
- ❑ Qualification renewal – Former PQ #####
- ❑ Change (ACP008 Form 1 part 2 to attach)

Photo of the product to be qualified

Qualification request

Manufacturer submitted a request to be granted on a continuous production process for the qualification approval for *high temperature, electrical connectors manufactured to product standards reference ####, styles –### & -###, classes #, #* in accordance to the Technical Specification EN YYYY

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1.2 NADCAP or OEM accreditations 57
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3.4 Technical data management ..... **Erreur ! Signet non défini.**
3.5 Particular remarks 59
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6 Conclusion 59

Summary of appendixes (bold lines = mandatory)

- **Appendix A – Certification Request ACP003 ACP006 ACP008 Form1**
- **Appendix B – Confirmation of Auditor**
- **Appendix C – Quality accreditation**
- **Appendix D – Qualification Test Programme (QTP) if there is deviation to the technical specification**
- **Appendix E – Qualification Test Report (QTR)**
- **Appendix F - Flow Chart diagram including list of Key Characteristics**
- **Appendix G – FAI First Article Inspection Report**
- **Appendix H – Auditor recommendation and or ACP005 Form 1**
- Appendix I – Additional-tests results as requested by the auditor
- Appendix J – Qualification Check-list
- Appendix K - Technical data sheet

Qualification team:

Name 1
Name 2

1. Quality assurance

In conformance with EN 9133

1.1 Quality Management Systems accreditations

See relevant appendix.

Certificate No.	Standard	Scope	Issued	Expiration date
	ISO9001:2000	Quality Management Systems - Requirements		
	EN9100:2003	Quality management systems Requirements and Quality systems Model for quality assurance in design, development, production, installation and servicing		
	ISO9004:P1	Quality management systems Requirements for Aerospace Quality Management System Certification/ Registrations Programs		
	ISO/IEC17025	General requirements for the competence of testing and calibration laboratories		

1.2 NADCAP or OEM accreditations

See relevant appendix.

Certificate No.	Standard	Special process family and commodities	Issued	Expiration date

2 Qualification tests

2.1 QTP

Qualification Test Programme *(Reference and issue date)*, as per Technical specification (ie EN/prEN) ###### (Issue date or Edition) was implemented within *Manufacturers* facility (including test houses if any), *Address* from starting *Date* to *ending date*.
The following tests and counter-tests were made under the witness of the *Name and company of the auditor* acting as ASD CERT auditor on *Date* with the same manufacturing batch:

2.2 QTR

The QTR including summary of the test results and detail values of these tests and counter-tests are attached to this report (see relevant appendix).

The verifications made under the witness of the auditor on *Date* ensure that in accordance with ASD-CERT Quality Manual:

- test results given in the Qualification Test Report are similar to counter-tests results *(when the qualification test have been made before witness of the auditor)*
- the tested parts have been manufactured and inspected as applicable to production parts. FAI report see relevant appendix.
- the Qualification Test Report (see relevant appendix) contains:
    - Test facilities, if relevant, photos and identifications of test facilities
    - a list of all the tests carried out in accordance with the Qualification Test Program including issue date of all relevant standards and documents,
    - lists of quantitative test results with all relevant failures occurred on test samples during test.
    - Description of corrective actions, if any and an agreement of the auditor to repeat the tests under the revised conditions approved by the auditor and to report the results
    - *Manufacturing routing sheet and drawing may be attached to this report (see relevant appendix))*
- Key process operations are referenced as frozen with a relevant indication on the manufacturing routing sheet and operating documents and their issue date in the manufacturing routing sheets (see relevant appendix). Router sheets, frozen manufacturing documents and manufacturing drawing(s) were stamped by the auditor.
- The auditor can assume with these tests, counter-tests and verifications that all results are in conformance with the requirements of the relevant technical specification.

Manufacturer has demonstrated and supplied supporting data confirm that continuing compliance is being maintained. (see ACP006 in relevant appendix) (when applicable)
Auditor checks that there is no manufacturing break as specified in EN9133.

2.3 Substantiation by analogy

For example: auditor approves the qualification by analogy of all bolt lengths of the same diameter. Explanation when necessary. (detailed demonstration of the compliance shall be given in the QTR see definition in ACP 001)

3 Qualification audit synthesis

May be checked and/or written with help of Quality office people

3.1 Standards issue

Standard	Issue date

3.2 Manufacturing process

Location of parts manufacturing including sub-contractors for special processes.
This must be the same where a production of parts will be performed later.

3.3 Laboratory means

The auditor can assume with these tests, counter-tests and verifications that

- all tests were correctly performed.
- tools and test equipment used are in calibration and are used correctly and are relevant to perform test per specification requirements

3.4 Particular remarks

4 Comments about the design and/or specification standard

For example: ISO8642:1986 has been taken into account instead of ISO8642:2008 because this new issue has many mistakes and the qualification tests started before the publication. A correction will be requested to ISO TC20/SC4.

5 Recommendation/Reserve

Recommendation of the Auditor :

For example for qualifications by analogy, auditor may have some reserves about test result to provide to customer. He can concur or amend the QPL proposed by the producer and give his own final QPL in relevant appendix if necessary.

When specification requirement is not fulfilled it shall be clearly defined in this chapter (for example, if the number of cycles required for such test is not achieved / failed).

6 Conclusion

Manufacturers have demonstrated and supplied supporting data to confirm that continuing compliance with technical specification is being maintained. (for qualification renewal).
The audit and the analysis of the qualification folder documents *concur/not concur* to the assessment of the Mandated Body (see filled-in ACP005-Form01 in relevant appendix).

Name
(Company - Position)
ASD-CERT Auditor

Appendix A – Certification Request ACP003 ACP006 ACP008 Form1
Appendix B – Confirmation of Auditor
Appendix C – Quality accreditation
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Appendix E – Qualification Test Report (QTR)
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Appendix J - Qualification Check-list
Appendix K - Technical data sheet

APPENDIX 2 ASD CERT CERTIFICATE

CERTIFICATION AGREEMENT

between ASD-CERT, a certification body for the certification of standard aerospace products and "manufacturer", further XXXXX.

1. ASD-CERT will certify the standard aerospace products manufactured by XXXXX based on the rules of this certification agreement.

2. XXXXX commits itself:
   - to continuously comply with the EN 9100 requirements and keep its certificate updated;
   - to inform ASD-CERT about any planned change in its quality system which affects the conformity with EN 9100;
   - to continuously produce the standard aerospace products covered by the certificate mentioned above in accordance with the applicable standards and their manufacturing and inspection files at the time of qualification (no change to the sealed manufacturing route);
   - to obtain ASD-CERT's approval (ACP 008) before implementing changes in the manufacturing route and inspection processes as being part of the qualification audit;
   - to make no misuse of this certificate;
   - to keep a record of all complaints and the remedial actions relative to this certificate;
   - to allow audits by an ASD CERT auditor during the period of validity of this certificate, particularly in case of failures or problems with the above defined products or complaints from users to ASD-CERT;
   - to allow the ASD CERT auditor in charge of product qualification auditing access to the manufacturing route and inspection files of the standard aerospace products certificated;
   - to compensate the costs involved with this agreement.

3. XXXXX has the right:
   - to use this certificate for publication purposes
   - to appeal against decisions of ASD-CERT at the Appeal Panel of ASD-CERT.

4. ASD-CERT will cancel the applicable certificate when the above commitments are not fulfilled by XXXXX and removed it from the QPL on the ASD-CERT website. In this case XXXXX shall return the certificate to ASD-CERT.

5. ASD-CERT is not liable for any use of this certificate by XXXXX .

6. Any certificate is the property of ASD-CERT and is valid for a maximum of three years provided that the products continuously meet the requirements of the standards certificated. The certificate may be extended in accordance to the rules of ASD-CERT Quality Manual.

7. This agreement is valid for an unlimited period of time unless it is cancelled by either party.

Brussels, date

On behalf of ASD-CERT	On behalf of XXXXX
.....…….	.....…….
Secretary General	Signatory