Aerospace Auditor Application Process
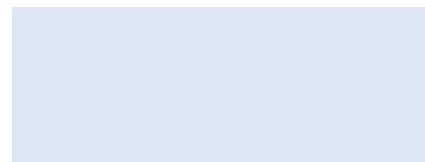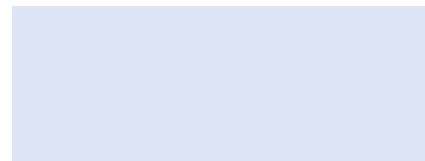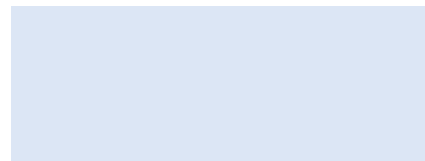## AS9104/3: 2007

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Training:

All aerospace auditors must complete a AS/EN/9100 Lead Auditor or ISO 9001 Lead Auditor course (5 days). In addition, auditors must complete the IAQG sanctioned Aerospace Auditor Transition Training course.

Plexus Offerings to Satisfy Requirements:

Click the provided buttons to open Plexus International Trainings and certifications that satisfy the above requirements.

Audit Experience:

All aerospace auditors must have 20 onsite audit days conducting 3rd party (i.e. certification) or 2nd party (i.e. supplier) audits over the previous 3 years. In addition, a minimum of 4 audits must be full-system audits and 2 audits must include Design.

Work Experience:

• To obtain Aerospace Lead Auditor (AEA), applicants must have 4 years of qualifying aerospace work experience (AS9104/3 Section 3.16) over the previous 10 years.

• For AEA, if an applicant does not have 4 years of qualifying aerospace work experience over the previous 10 years, an alternative is to have 2 years of qualifying aerospace work experience over the previous 15 years and completion of the 9100 Industry Specific Course and participate in 2 aerospace Witness Audits.

• For Aerospace Auditor (AA), no specific aerospace work experience is required.

Step 2: Self-Evaluation of Training, Audits, and Aerospace Work Experience

Training:

All applicants must submit evidence of required training and this is most often accomplished by submitting a training course certificate. If you do not have a copy of your course certificate, please contact the training provider to requesta certificate of successful completion.

Audits:

All audits submitted in an application must be documented and verifiable. Most often applicants submit an audit log of their audit activities.

Aerospace Work Experience:

Qualifying aerospace work experience must meet the definition and, along with the intent of the definition, as stated in AS9104/3 Section 3.16:

• Full-time work experience in the aerospace industry directly involved in engineering, design, manufacturing, quality, or process control for a major airframe manufacturer, prime supplier, auxiliary equipment supplier and/or appropriate official civil, military, or space organization, such as, National Aviation Authorities (NAA), domestic Space Agency (e.g., EuropeanSpace Agency [ESA], National Aeronautics and Space Administration [NASA], Canadian Space Agency [CSA]), Ministry of Defense (MoD).

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

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

Step 3: Application Process

• All prospective aerospace auditors must submit an application to a IAQG approved aerospace Auditor Authentication Body (AAB). The AAB is responsible for the review and approval of applications.

• All AABs evaluate applications against the requirements contained in AS9104/3 and will verify the supporting evidence submitted in the application.

• The application process and application fees will vary among the AABs. Auditor applicants are encouraged to seek input from currently approved aerospace auditors and Certification Bodies (CB) regarding their experiences with the various AABs.

• Once the AAB is selected, applicants are encouraged to contact the AAB with questions about the application process and the AAB's requirements for documentation.

• When the application is formally submitted, the AAB will review the application against the requirements, verify supporting documentation and evidence, and issue a decision to approve or reject the application.

• For decisions resulting in a rejection, the applicant can initiate an appeals process. The appeals process will vary among AABs.

Step 4: Post-Application Process

• For applications decisions resulting in a rejection, the applicant can initiate an appeals process. The appeals process will vary among AABs.

• When an application is approved, the AAB will initiate the process to formally recognize the auditor in the OASIS database.

• The applicant will receive an email from the OASIS Administrator inviting the new auditor to create an account in the OASIS database. Once the auditor completes this, the AAB will finalize the auditor's authentication credentials.

• Aerospace auditors are required to maintain their OASIS account with up to date information.

• The aerospace auditor authentication cycle is for a period of 3 years. Auditors must submit an application for reauthentication 90 days prior to expiration.

Other Helpful Information

• Prospective aerospace auditors are encouraged to take advantage of networking opportunities as soon as possible. Networking opportunities exist with currently approved aerospace auditors and Certification Bodies.

• In addition, the various IAQG sectors offer educational and sector specific updates through their respective websites. Participation in sector specific events is highly encouraged.

• Maintaining good relationships with previous employers, customers, and suppliers can also offer valuable opportunities for obtaining additional experience and learning opportunities.

Applicable Acronyms:
AA — Aerospace Auditor
AAB — Auditor Authentication Body
AAQG — Americas Aerospace Quality Group
AATT — Aerospace Auditor Transition Training
AB — Accreditation Body
AEA — Aerospace Experience Auditor
APAQG — Asia/Pacific Aerospace Quality Group
AQMS — Aerospace Quality Management System
CB — Certification Body
CBMC — Certification Body Management Committee
EAQG — European Aerospace Quality Group
IAQG — International Aerospace Quality Group
ICOP — Industry Controlled Other Party
IMS — Integrated Management System
JSA — Japanese Standards Association
NAA — National Aviation Authority
NAB — National Accreditation Body
NAIA — National Aerospace Industry Association
OASIS — Online Aerospace Supplier Information System
OEM — Original Equipment Manufacturer
OIN — OASIS Identification Number
OP — Other Party
OPMT — Other Party Management Team
RMC — Registration Management Committee
SJAC — Society of Japanese Aerospace Companies
SMS — Sector Management Structure
TP — Training Provider
TPAB — Training Provider Approval Body

Reference Materials and Acronyms

Applicable Standards:

• AS9104/3 Requirements for Aerospace Auditor Competency and Training Courses
• AS9104/1 Requirements for Aviation, Space, and Defense Quality Management System Certification Programs
• AS9100 Quality Management Systems — Requirements for Aviation, Space, and Defense Organizations
• AS9101 Quality Management Systems — Audit Requirements for Aviation, Space, and Defense Organizations
• ISO 9001 Quality Management Systems — Requirements

Important Links: (Note: * indicates a basic account needs to be created to access)

Organizations and Sectors:
IAQG: https://iaqg.org/
AAQG: https://iaqg.org/sectors/aaqg/
EAQG: https://iaqg.org/sectors/eaqg/
APAQG: https://iaqg.org/sectors/apaqg/
OASIS: https://www.iaqg.org/oasis/login

   * Approved AABs: https://www.iaqg.org/oasis/viewaab
   * Approved TPs: https://www.iaqg.org/oasis/viewatp
   * Approved CBs: https://www.iaqg.org/oasis/viewcb
   * IAQG OPMT ICOP Resolutions Log:
          https://oasishelp.iaqg.org/wp-content/uploads/2017/02/iaqgresolutionslog.pdf?1606236820817

Plexus International: https://plexusintl.com/us/

Reference Materials and Acronyms

Additional Information and Links:

Training:

AATT Training:

https://www.iaqgtraining.com/home

Plexus International Related Courses:

• AS9100D Lead Auditor with AATT (Combined): https://plexusintl.com/us/catalog/probitas-authentication-certified-as9100d-lead-auditor-iaqg-sanctioned-aerospace-auditor-transition-training-aatt/
• AATT Online and Instructor-Led Bundle: https://plexusintl.com/us/catalog/iaqg-sanctioned-91002016-aatt-online-and-instructor-led-bundle/
• Probitas Authentication Certified AS9100D Lead Auditor: https://plexusintl.com/us/catalog/probitas-authentication-certified-as9100d-lead-auditor/

IAQG Supply Chain Management Handbook (SCMH): https://www.sae.org/servlets/registration?PORTAL_CODE=IAQG&OBJECT_PKG=iaqg.businessClasses&OBJECT_TYPE=SCMHGeneral&PAGE=getSCMHBOOKIAQG

Dictionary: https://dictionary.iaqg.org/

Most AABs will require similar audit information be submitted in an audit log. You can refer to the required information by downloading the Probitas audit log at:

https://www.sae-itc.com/sites/default/files/AuditLog2019.pdf

Other auditor resources specific to Probitas Authentication, but may be applicable to other AABs, can be found at:

https://www.sae-itc.org/probitas/