

Purpose:

Provide supplemental rules for all stakeholders to facilitate the transition to the 91xx:2009 Aerospace Quality Management Systems (AQMS) standards, including the implementation of 9104/1 and use of the updated 9101:2009. This supplemental rule supports the October 2009 IAQG Council's approved concepts and timeline for transition to the 2009 version of AQMS Standards (i.e., 9100/9110/9120) (See Exhibit A).

NOTE: Since 9104/1 will not be published at the time that this Supplemental Rule is published it is requested that all stakeholders utilize the ballot draft dated 2009-Dec 31 as guidance to prepare for transition.

Scope:

This supplemental rule applies to the following stakeholders:

- Sector Management Structure (SMS)
- Accreditation Bodies (ABs)
- Auditor Authentication Bodies (AABs)
- Authenticated Aerospace Auditors
(NOTE: This includes Aerospace Auditors (AAs) and Aerospace Experienced Auditors (AEAs))
- Training Provider Authentication Bodies (TPABs)
- Training Providers (TPs)
- Certification Bodies (CBs)
- Organizations seeking certification to the 91xx:2009 AQMS standards

General Rules:

1. All stakeholders shall ensure conformance to 9104 series of standards and the published timeline for 91XX:2009 transition as they apply.
2. Online Aerospace Supplier Information System (OASIS) will be updated to support these supplemental rules. As part of this update OASIS will include the following:
 - a. Form Templates to support the 91XX:2009 AQMS standard revisions, 9101:2009 and 9104/1 revisions.
 - b. On-site audit days (based on number of employees) will be verified by OASIS before audit entry can be completed.
 - c. Authentication of 91XX:2009 requirements for aerospace auditors.

Training and guidance on OASIS changes will be made available to affected stakeholders.

Stakeholder Rules:

1. Sector Management Structure (SMS)
 - i. The SMS shall re-approve the ABs, AABs, and TPABs.

- ii. Re-approval will include approval of the ABs, AABs, or TPAB's documented implementation plan.
 - iii. Re-approval will be based on the ABs, AABs, or TPABs documented system showing conformance to 9104/1.
 - iv. This re-approval must be completed prior to other approvals taking place.
 1. Existing TPAB's shall be re-approved prior to 30 April 2010.
2. Accreditation Bodies (ABs)
 - i. By 1 April 2010, ABs, shall publish a documented plan for their CBs transition. This plan shall be provided to the CBs.
 - ii. AB auditors shall successfully complete the 91XX:2009 sanctioned training prior to conducting any 91XX:2009 witness assessments.
 - iii. Once the AB successfully completes the review of the CB's documented system an accreditation decision shall be made by the AB prior to reissuance of the new accreditation document.
 - i. The CB shall not start a new re-accreditation cycle based on this decision.
 - iv. Implementation shall be verified no later than a next scheduled office assessment not to exceed 18 months from accreditation.
 - v. The AB shall maintain the CB's accreditation record in OASIS.
 - vi. The AB shall make a decision to suspend the CB's AQMS accreditation if the CB has not applied for 9104/1 accreditation by 1 January 2011.
 - vii. The AB shall make a decision to withdraw a CB's AQMS accreditation if the CB has not been accredited for 9104/1 by 1 July 2011.
3. Auditor Authentication Bodies (AABs)
 - i. By 1 April 2010, AABs, shall publish a documented plan for their auditor's transition. This plan shall be communicated with the auditors.
 - ii. Once the AAB accepts the sanctioned training evidence, they shall enter the auditor into OASIS for the appropriate version of the standard (e.g., 9100:2009).
 - iii. Auditor's authentication expiration date shall remain the same.
 - iv. The AAB shall withdraw the auditor's authentication in OASIS if the auditor has not been authenticated for the 91XX:2009 AQMS standards by 01 July 2012.
4. Authenticated Aerospace Auditor (AA & AEA)
 - a. All currently authenticated auditors are required to take the 9100:2009 sanctioned training by a TPAB approved TP.
 - b. All currently authenticated auditors are required to take the sanctioned training for all other standards the auditor is authenticated to (i.e., 9110:2009 and/or 9120:2009).

- c. Auditors must provide evidence of successful completion of the sanctioned training to the AAB that has their existing authentication.
- d. Auditors must successfully complete the 91XX:2009 sanctioned training prior to conducting any 91XX:2009 audits.

NOTE: Auditors not authenticated for the 91XX:2009 AQMS Standards as described above will no longer be able to do AQMS audits as of 1 July 2011.

5. Training Provider Authentication Bodies (TPABs)

- i. By 1 March 2010, TPABs, shall publish a documented plan for their TPs transition. This plan shall be communicated with the TPs.
- ii. The TPAB shall make a decision to withdraw a TP's approval if the TP did not seek approval for use of the sanctioned training material by 01 July 2011.

6. Training Provider (TP)

- a. The TP shall obtain the IAQG 91XX:2009 sanctioned training material from Plexus, the IAQG sanctioned training developer.
- b. The TP shall be approved by an SMS approved TPAB to provide the IAQG sanctioned training course.
- c. TP trainers shall successfully complete the Plexus provided IAQG sanctioned train-the-trainer course.
 - i. The TP shall address the feedback received from the sanctioned train the trainer course and take appropriate action to ensure the trainers are competent.
- d. A TP, who has not been approved to provide the IAQG sanctioned training course by 01 July 2011, shall have their current approval withdrawn.

NOTE: The IAQG sanctioned training process is being managed by the IAQG OPMT. And they will also manage the 91XX:2009 sanctioned training exam process including administering and grading.

7. Certification Bodies (CBs)

- a. The CB shall complete the AB's application and support a documentation review by the AB to demonstrate inclusion of 9104/1 requirements into the CB's documented system.
- b. The CB's application/documentation shall also include the CB's documented process for transitioning currently certified AQMS organizations to the 91XX:2009 standards.
- c. CB auditors must be listed in OASIS as authenticated for the new 91XX:2009 standard before an auditor conducts any 91XX:2009 audits.
- d. CB shall evaluate audit team leader assignments prior to any audit after 9104/1 accreditation to ensure conformance to 9104/1 section 8.1.6 (i.e., audit team leader assignment for a maximum of two consecutive certification cycles, who leads the majority of the audits). No audit team leader shall be assigned to lead an audit where they have exceeded the maximum.

- e. Where a CB plans to use the Advanced Surveillance and Recertification Procedure (ASRP) or Computer Assisted Auditing Techniques (CAAT) they shall notify their AQMS AB to initiate a separate accreditation process.
- f. In order to fully conform to 9104/1 and prior to 9104/1 accreditation, CB's shall determine if each AQMS certified organization meets the 9104/1 classification of a single site or multiple site organization. If the organization meets the 9104/1 classification of a multiple site the CB shall determine whether the organization satisfies Category 1 or Category 2 defined requirements.
 - i. The 91XX:2009 audit schedule shall be determined based on the above classifications and categorizations and shall meet 9104/1 requirements.
 - ii. The days for all 91XX:2009 transition audits must still follow the concepts from the IAQG Council:
 - *upgrade during surveillance audit using "recertification" audit day table of 9104/1*
 - *certification upgrade during recertification audit using "Initial" audit day table of 9104/1*
 - iii. In addition, multiple site category 2 organizations at surveillance shall use the "initial" column in the 9104/1 audit day table.
- g. A CB who has not applied for 9104/1 accreditation by 01 January 2011 shall have their current AQMS accreditation suspended.
- h. A CB who has not been accredited for 9104/1 by 01 July 2011 shall have their current AQMS accreditation withdrawn.
- i. Once a CB is accredited to 9104/1, all 9104/1 requirements shall apply except implementation of the Table 2 audit day table requirements may be delayed until conducting 91XX:2009 audits.
- j. CB's 91XX:2009 certification of multiple site AQMS organizations
 - i. For multiple site organizations that transition during their existing audit cycle, the CB shall:
 1. close out the site surveillance audits against the previous 91XX standard by issuing an audit report for all sites audited prior to conducting the surveillance transition to 91XX:2009 AQMS standards. This report shall be uploaded into OASIS.
 2. complete the central function audit and the planned sites audits for that surveillance (e.g., Category 1 50%, Category 2 33%) cycle to the 91XX:2009 AQMS standard prior to certification.
 - ii. For multiple site organizations that transition during their recertification year, the CB shall:
 1. complete the central function audit and the planned sites audits for that recertification (e.g., Category 1 all sites, Category 2 remaining sites) cycle to the 91XX:2009 AQMS Standard prior to certification.
 - iii. The CB shall document the multiple site organization's category utilized to establish audit frequency within the audit report.

- iv. The CB shall document the sites included in the 91XX:2009 certification decision within the audit report.
 - k. CB's 91XX:2009 certification of AQMS organizations
 - i. Once the audit has been completed a certification decision, following the 9104/1 certification decision process, shall be made by the CB prior to reissuance of the certificate.
 - ii. An organization shall not receive a new three year certification period if they were not originally scheduled for recertification.
 - l. The certificate shall be uploaded into OASIS within 30 days of the decision.
 - m. The CB shall make a decision to withdraw an organization's AQMS certification if the organization has not been certified to the 91XX:2009 AQMS standard by 01 July 2012.
8. Organizations seeking certification to the 91xx:2009 AQMS standards
- i. Organizations must formally declare to their CB conformance to 91XX:2009 prior to the CB conducting 91XX:2009 audits.
 - ii. Organizations that have not been certified to the 91XX:2009 AQMS standard by 1 July 2012 shall have their certificate withdrawn from OASIS.

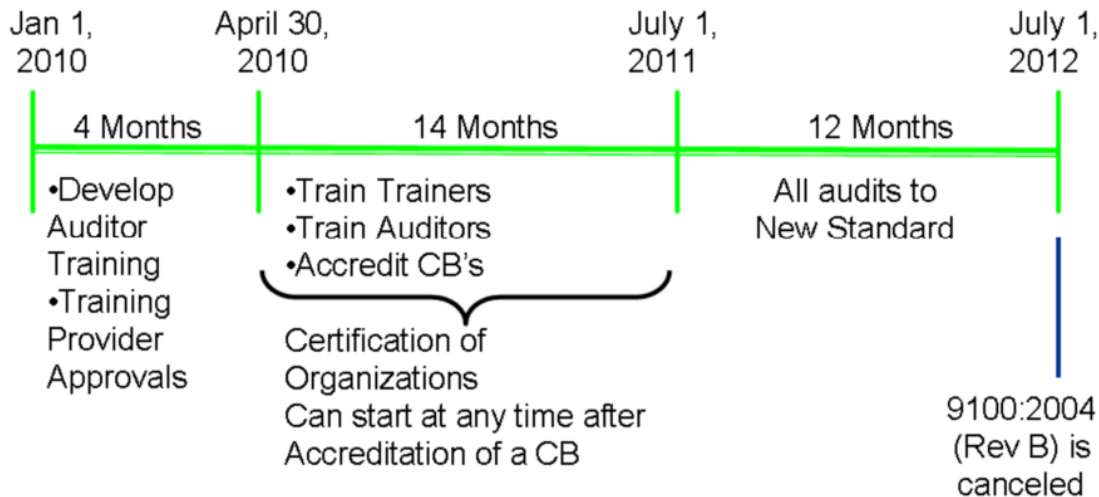
Exhibit A

Excerpts from the OPMT Transition Plan:

At the October 2009 IAQG meetings in Munich, Germany the following time line for transition to the 2009 version of AQMS Standards (9100/9110/9120) and supporting standards was finalized and published.



30 Month Transition Schedule



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Time Line Provides For:

- full deployment of 2009 AQMS Standards by July 1, 2011
- full implementation of 9104/1 requirements for certification to 2009 AQMS Standards
- certification audits to be completed in compliance with the 9101:2009
- IAQG Sanctioned Training for all ICOP authenticated auditors
- accreditation of CB's to the 9104/1 requirements
- upgrade during surveillance audit using "recertification" audit day table of 9104/1
- certification upgrade during recertification audit using "Initial" audit day table of 9104/1
- certification upgrade of Multiple Site organizations during regularly scheduled surveillance or recertification audits at regularly scheduled sites and central function
- The concepts are finalized and detailed in guidance material below for all stakeholders.

We want to emphasize that no organizations shall be certified to the 2009 versions of ICOP AQMS standards prior to meeting the requirements outlined in the above timeline.