

Records for (Re-) Authentication of Aerospace Auditors

1. Scope

This document contains the instruction to record the Authentication and Re-Authentication of Aerospace Auditors and will be used by the AA and AEA applicant's as well as by the Swiss AAB.

2. References

2.1 CEN Publications

EN 9104-003
Aerospace Series – Quality Management Systems – Part 003:
Requirements for Aerospace, Space, and Defence Quality Management System Certification Programs

2.2 EAQG Procedures and Forms

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2.3 Swiss ASCS Documents and Forms

Swiss ASCS-001	Swiss Aerospace Sector Certification Schema - SOP
Swiss ASCS-001 Appendix 1	General Appeals/Complaint Process
Swiss ASCS-003	Auditor Authentication Body (AAB) Process
Swiss ASCS-004	MoU between the Swiss CBMC and the Swiss AB (SAS)
Swiss ACSC-002 Form A	Aerospace Auditor (Re-) Authentication Application Form
Swiss ACSC-002 Form B	Auditor (Re-) Authentication Record
Swiss ASCS-002 Form C	Auditor Authentication Certificate

3. Definitions

Definitions included in the referenced documents are applicable to this document.

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4. Instruction

4.1. Auditor record for Authentication

Any applicant who wishes to become authenticated as AA or AEA for AQMS Standard (9100, 9110, 9120) shall prepare an application for authentication using Swiss ACSC-002 Form A "*Aerospace Auditor (Re-) Authentication Application Form*". The instruction for the completion is described in Part F of this form.

The complete application with all referenced appendixes is to be submitted to SWISSMEM Division Swiss ASD by the certification body where the applicant is employed or by the applicant himself.

4.2. Auditor record for extension of Authentication

For all applications for extension of an authentication, chapter 4.1. is to be considered.

Where an AQMS auditor currently authenticated as an AA submits an application to become an AEA, the auditor shall submit evidence demonstrating compliance with all elements and criteria defined in 9104-003 Tables 1 and 2 (i.e. Auditor recognition, Audit experience, completion of AQMS auditor training/Industry specific training, AQMS work experience and auditor evaluation), even if some of the evidence was previously submitted and evaluated during the initial application for AQMS auditor authentication as an AA.

4.3. Auditor record for Re-Authentication

The Auditor authentication is valid for a period of 3 (three) years. AA and AEA Auditors who wishes to renew the authentication shall prepare an applicant for re-authentication using the Swiss ACSC-002 Form A "*Aerospace Auditor (Re-) Authentication Application Form*". The instruction for the completion is described in Part F of this form.

Three months for expiration the complete application with all referenced appendixes is to be submitted to SWISSMEM Division Swiss ASD by the certification body where the applicant is employed or by the applicant himself.

SWISSMEM Division Swiss ASD:

SWISSMEM
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Pfingstweidstrasse 102
CH-8037 Zürich

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Auditors who delay submission of their documented evidence (i.e. within 3 months prior to expiry), shall also provide a reason for the delayed application. The AAB shall evaluate the validity of the reason before continuing with the application and if not considered valid, the AAB shall terminate the application and advise the auditor in writing the reason(s) for the termination.

4.4. Auditor record review

The auditor record review is defined in Swiss ACSC-003. The result of the review and the final decision are to record on Swiss ACSC-002 Form B.

5. Appeals/complaint process

Applicants have the right to appeal against the decision. The appeals/complaint process is defined in Swiss ASCS-001 Appendix 1 and published via the Swissmem website.

6. Change History

Rev	Date	Change history	Author	Approval
1	23 th OCT 2010	First Release for revised Forms	J. Mattmann	P. Arnaudo
2	30 th MAR 2012	Header adapted and reference changed Reference of EAQG OPMT Procedure changed	J. Mattmann	P. Arnaudo
3	18 th FEB 2013	Address of the NAIA Office changed	J. Mattmann	P. Arnaudo
4	15 th JAN 2015	Adjustments due to new edition of the EAQG OPMT Procedure 503 Rev. B from September 2014	J. Mattmann	G. Canonge
5	08 th JUNE 2015	Chapter for Appeals/complaint process added New forms	J. Mattmann	G. Canonge
6	02 nd FEB 2017	Address of the NAIA Office changed	J. Mattmann	P. Kaufmann
7	27 th FEB 2018	References adapted	J. Mattmann	P. Kaufmann
8	27 th JUNE 2019	Address of the NAIA Office changed Procedure for extension of authentication added Procedure for delayed renewal of authentication	J. Mattmann	P. Kaufmann
9	23 th FEB 2021	Link to Internet deleted	J. Mattmann	P. Kaufmann