ASD-CERT

QUALITY MANUAL

This Quality Manual, issue 009, has been approved by:

Mr. Eric Herbay, ASD-CERT Quality Manager

and has been authorized and released on , 20 Decembre2011 by:

Philippe Canteau, ASD-CERT President

ASD-CERT
Certification of Aerospace Standard Products

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INTRODUCTION

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

The purpose of ASD-CERT is to certificate standard aerospace products, particularly those defined by EN Standards, to support the European aerospace industries. The standards under which products are certificated are prepared and maintained by standardization organizations.

It is ASD-CERT's objective to support the aerospace industry as a means 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 EN45011, "General Criteria for Certification Bodies operating Product Certification", and of EN45012, "General Criteria for Certification Bodies operating Quality System Certification".

Part 2: ASD-CERT Procedures

These procedures were first published in 1991, and are subject to regular reviews and revision. Any comments thereto shall be directed to:

ASD-CERT
Secretary General
Avenue de Tervuren, 270
1150 Brussels
Belgium

See also website: **http://www.asd-cert.org**.

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 President and supersedes all previous similar documents.

ISSUE	ISSUE DATE	RATIONAL
001	1991	
002	1995	

003	28 Jan. 1997	
004	30 April 1998	
005	31 March 1999	
006	31 Aug. 2001	
007	31 Jan. 2004	
008	29 Jan. 2008	
009	20 Dec. 2011	

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Note: ACP000, 011, 012, 013 and 015 have been cancelled.

PART I: ASD-CERT DESCRIPTION

QUALITY POLICY STATEMENT

ASD-CERT certificates 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 EN9133/AS/JISQ "Qualification procedure" and EN/AS/JISQ 9100, "Approval of the quality system of manufacturers". Certification is aimed particularly to EN aerospace products, but under controlled conditions products may be certificated conforming to standards prepared and maintained by other standardization organizations.

Certification is performed with impartiality for the benefit of the aerospace industries of Europe by ASD-CERT as a 3rd party organization acting on behalf of customers, between the manufacturer and the OEM. In accordance with the requirements of EN45011 and EN45012, covering certification bodies that certificate products and verifies quality systems through valid EN/AS/JISQ 9100 certificates, a Quality Manager is appointed with responsibility for quality assurance of the operations of ASD-CERT.

Operations are performed by Mandated Body Representatives, which are designated by the Executive Board of ASD-CERT in accordance with the procedures described hereunder. Basic requirements for organizations to obtain a mandate include their approval from an airworthiness authority e.g. EASA, or equivalent, to produce aerospace materiel, their compliance with EN/AS/JISQ 9100 and, for independent laboratories, their certification by an appropriate certification organization e.g. NADCAP.

ASD-CERT takes account of and applies within its procedures the IAQG documents.

ADMINISTRATIVE STRUCTURE

ASD-CERT is a certification organization for the European Aerospace Industries, set up by the members of ASD, the AeroSpace and Defence Industries Association of Europe. It is an international non-profit Association according to Belgian law (aisbl), located in Brussels and operating from the ASD office in Brussels.

ASD-CERT is governed by Statutes.

The operations are performed according to the procedures as presented in Part 2 of this Quality Manual.

The Chairman of the General Assembly is the "President".

The Executive Board manages ASD-CERT.

TERMS OF REFERENCE OF THE GENERAL ASSEMBLY

The terms of reference of General Assembly and Executive Board are defined in ASD-CERT Statutes.

ASD-CERT General Assembly consists of :

- Representatives of all members either nominated by the ASD members or nominated by aerospace companies themselves being direct members, (one representative per National Trade Association/company);
- Representatives of the Airworthiness and Quality Committees of ASD;
- Representatives of ASD-STAN;
- An observer from CEN/CENELEC attends the General Assembly meetings, because ASD-STAN is an associated standardization body of CEN/CENELEC.

The responsibilities of the ASD-CERT officers are mentioned below.

The President acts on behalf of the General Assembly and is responsible for ensuring that decisions of the Executive Board are properly carried out.

Either Vice-President may act as President when the latter is absent.

The Treasurer prepares the annual budget and monitors the finances.

The Quality Manager establishes evidence that ASD-CERT complies with this Quality Manual and has the authority to request corrective actions. The Quality Manager approves this Quality Manual.

The Secretary General performs all administrative and treasury tasks. Furthermore, he carries out the activities delegated to him by the Executive Board. He publishes the list of certificated aerospace products and their manufacturers as well as PQ certificates on the website and ensures that all payments are received from the manufacturers being certificated.

ORGANIZATIONAL STRUCTURE

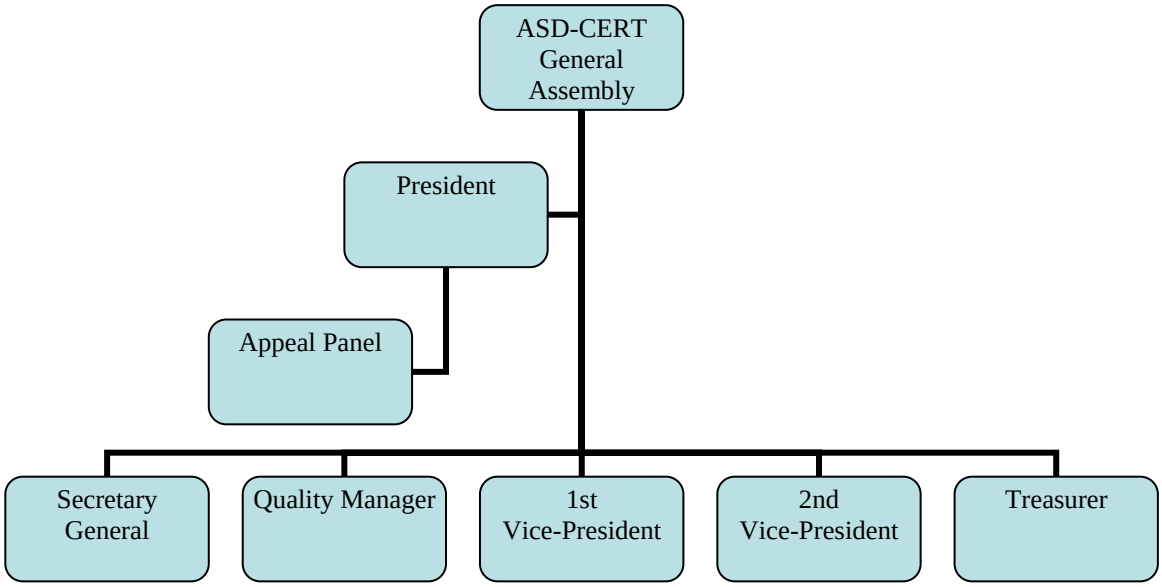
An Organizational Chart is presented in **Figure 1**.

ASD-CERT is a non-profit organisation funded through administrative fees which are charged to the manufacturers as part of the certification process. The fees are shown on the ASD-CERT website at **http://www.asd-cert.org**.

The certification system of ASD-CERT consists of assessments, qualification testing and inspections carried out by Mandated Body Representatives, followed by certification of the aerospace products and verification of the quality system of their manufacturers through a valid EN/AS/JISQ 9100 certificate by the ASD-CERT Executive Board. This is elaborated in the procedures of Part 2 of this Manual.

ASD-CERT is an Association according to Belgian law of 1901 and located at 1150 Brussels, Avenue de Tervuren, 270.

Figure 1 **ASD-CERT Organization Chart**



CERTIFICATION PERSONNEL

Within the aerospace industry it is long standing practice that all personnel shall be competent, trained and qualified for their tasks. This applies to Mandated Body Representatives who are qualified by their Mandated Body Company.

DOCUMENTATION AND CHANGE CONTROL

Documentation used by ASD-CERT comprises this Quality Manual, the standards which define the aerospace products to be certificated and the EN standards 9100 and 9133, ISO standards17025 and 45011 (ASD-CERT needs evidence for conformance to EN 45011).

The lists of certificated aerospace products and their manufacturers are published and updated periodically by the ASD-CERT Secretary General on the ASD-CERT website.

RECORDS

For each certification a file will be established containing the relevant documents, particularly the reports from the Mandated Body Representatives and the certification procedure. Furthermore the data regarding the mandate of these representatives shall be recorded by the ASD-CERT Secretary General.

The above files will be retained for the full life of the corresponding aerospace program.

Minutes of meetings of ASD-CERT Executive Board and General Assembly are retained for 9 years. Audit reports from the Quality Manager are retained for five years.

CERTIFICATION PROCEDURES

Assessments, qualification testing and inspections will be carried out or monitored by Mandated Body Representatives. Mandate is given by ASD-CERT Executive Board according to the relevant procedure in Part 2 of this Quality Manual.

The reports of the Mandated Body Representative are approved or rejected by the Executive Board. After approval, ASD-CERT certificates both, the standard aerospace product and the manufacturer. The quality systems of the manufacturers which produce these standard aerospace products have to be approved. This approval is based upon an EN/AS/JISQ 9100 valid certificate.

The certificates issued to the manufacturers of standard aerospace products remain the property of ASD-CERT.

REQUIRED FACILITIES

The required facilities comprise competent, qualified and experienced personnel and adequate accommodation and equipment for testing and inspection. This applies particularly to the Mandated Body Representatives who shall verify for the conformity of these required facilities duly approved by an independent authority or a certification body.

QUALITY MANUAL

The requirements of Clause 12 of EN45011 and EN45012 are reflected in this Quality Manual by which compliance with the two EN standards is demonstrated.

CONFIDENTIALITY

All data regarding certification of aerospace products is confidential between the ASD-CERT Executive Board, the Mandated Bodies and each manufacturer. Upon request, certification information may be obtained through ASD-CERT. Only public information is published in the list of certificated aerospace products and their manufacturers.

Also the data regarding mandating of Mandated Body Representatives is confidential.

PUBLICATIONS

ASD-CERT publishes the results of its certification activities in a list of certificated aerospace products and their manufacturers. This list is periodically updated, 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.

APPEALS

ASD-CERT Executive Board has instituted an Appeal Panel which has the authority to decide on appeals from manufacturers or Mandated Bodies against decisions of the Executive Board which have an impact upon them.

The composition of the Appeal Panel is described in the ASD-CERT Statutes.

INTERNAL AUDIT AND PERIODIC REVIEW

The ASD-CERT Quality Manager is responsible for auditing and reviewing the operations of ASD-CERT (Executive Board, Processes, Finance procedures, *etc.*). These audits and reviews will be conducted as instructed by ASD-CERT Executive 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 his audits and reviews to the Executive Board.

The Quality Manager will also report the results of the corrective actions to the Executive Board.

COMPLAINTS PRODUCT NON-CONFORMANCE

In the certification agreements (see Appendix) which are signed between ASD-CERT and manufacturers of certificated aerospace products, it is a requirement that any non-conformance identified by manufacturers shall be recorded by them, that proper corrective and preventive actions have be taken. Such records shall be made available to ASD-CERT during surveillance activities and identified on an ACP006 Form1 for product qualification renewal.

WITHDRAWAL OR SUSPENSION OF CERTIFICATES

There are circumstances when it is necessary to withdraw or suspend certificates; including, but not limited to the following examples:

- A manufacturer ceases production of a certificated product;
- A manufacturer loses its Quality Management System approval like for example expiration of its EN/AS/JISQ 9100 certificate;
- 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.

The decision to withdraw or suspend a certificate shall be taken at the first available opportunity by the Executive Board. Upon confirmation of the decision to 'withdraw or suspend' ASD-CERT 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.

3. Inform the aerospace community through the ASD-CERT newsletter.

4. Inform ASD-STAN.

LIABILITY

ASD-CERT cannot and will not replace any Aerospace Type Certification activities. It determines that a product meets, at a given time, those requirements laid down in a respective (inter-) national standard.

The Association, its officers or representatives accept no responsibility for the continued quality of products produced against relevant specifications, this responsibility remaining with the purchaser.

The Qualified Products List on the ASD-CERT website brings together information showing those manufacturers who have successfully completed qualification testing as required by the appropriate technical specification, for the manufacture of standard products.

Users of the report are reminded that qualification testing is designed only to determine that the manufacturer has the capability to produce a particular item by a declared manufacturing process. The acceptance of production batches is a matter for agreement between the manufacturer and the purchaser.

It is required, that at the time of qualification, the Mandated Body Representative ensures that the company being approved operates a quality system in accordance with the EN/AS/JISQ 9100 standard. It is however, the responsibility of the purchaser 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.

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 of a qualified product prior to implementation of changes any requested MCR's shall be supplied with supporting data including a risk assessment related to change implementation.

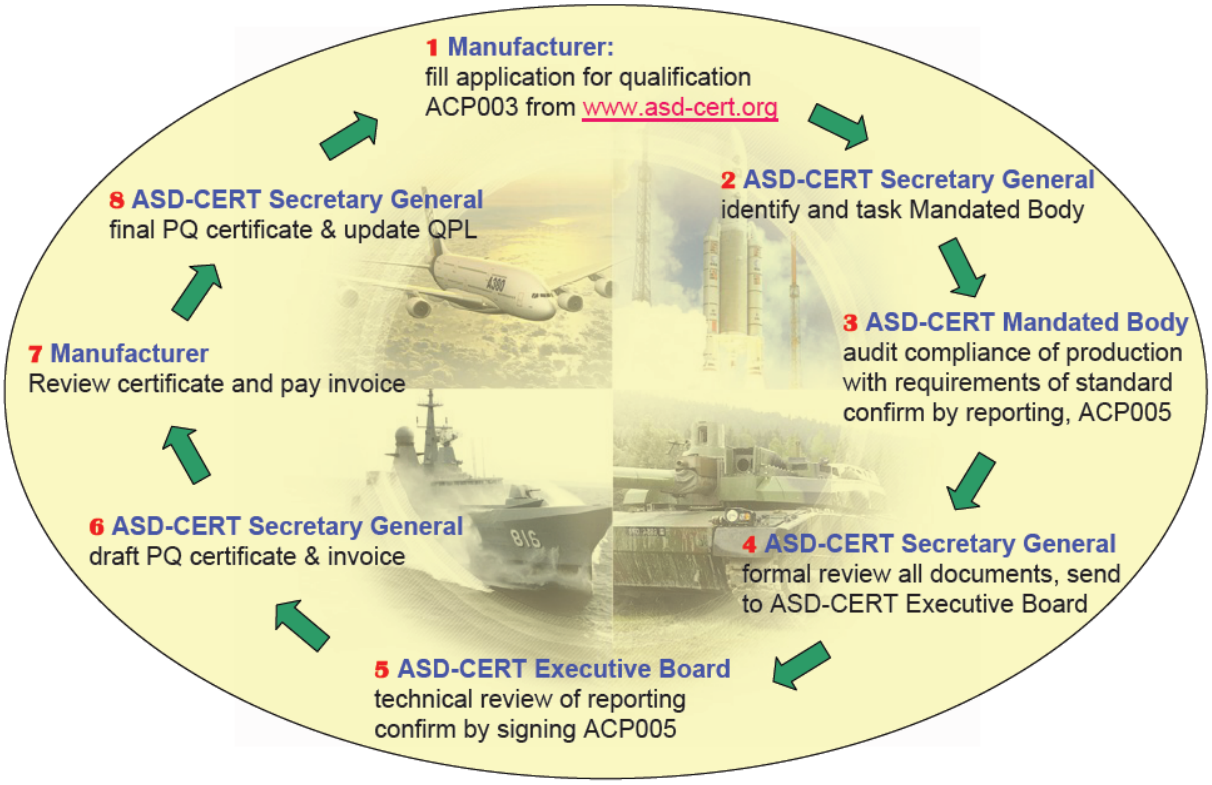
PART 2: ASD-CERT PROCEDURES (ACP's)

ACP001 ASD-CERT CERTIFICATION PRECEDURE FOR STANDARD AEROSPACE PRODUCTS

Purpose

To describe the process by which it is demonstrated that standard aerospace products conform to the requirements of the technical standards referring to these parts and for a manufacturer of such parts to operate a quality system at least equivalent to EN/AS/JISQ 9100.

Figure 2 **ASD-CERT Process**



ACP002 MANDATED BODIES and MANDATED BODY REPRESENTATIVES

Purpose

To define criteria for Mandated Bodies and Mandated Body Representatives which may perform assessment or qualification tasks and to provide the procedure for their designation.

Main Rules

For each certification, The Mandated Body is chosen by ASD-CERT from the validated list and the name of its Representative is communicated by the Secretary General to the Manufacturer.

All the Mandated Body Representatives should actively participate in the appropriate ASD-STAN working groups.

All the Qualification Test Reports are signed and stamped by the Mandated Body Representative before submission to ASD-CERT Executive Board.

Criteria for Mandated Bodies (MB)
Original Equipment Manufacturer Company (OEM) which orders and uses the qualified standard parts.

For a Company or Organization which is not an OEM but acts as Mandated Body, a MoU with ASD-CERT and this company is required and an OEM Mandated Body Representative shall counter sign the ACP005.

Company or Organizations may become Mandated Bodies when they meet the following criteria:

- they have an approval from an aviation authority or equivalent agency to design, produce or repair aircraft, engines, space products or associated avionic equipment;

- they are certified as per EN 9100 or EN 9110 requirements**.**

Mandated Body Representative (MBR)
A person nominated by the Mandated Body who will conduct the product qualification.

An OEM Mandated Body Representative has to come from a qualification/certification or engineering department of an OEM company.

A non-OEM Mandated Body Representative has to come from a qualification/certification or engineering department of a non-OEM company recognised by ASD-CERT.

A Mandated Body Representative shall have experience with similar products to the product to be qualified.

ASD-CERT Executive Board makes decision to recognize or to revoke any Mandated Body Representative.

ASD-CERT President shall contact Mandated Body Representative candidates to get from their company (MB) a recommendation and their CV.

The Secretary General shall keep file of each designation and shall maintain the list of approved Mandated Body Representatives.

Mandated Body Representatives shall receive a copy of this ASD -CERT Quality Manual.

MBR use the Mandated Body Guideline which is available on the ASD-CERT website.

Mandated Body Representative shall settle any cost linked to his ASD-CERT activities directly with the concerned manufacturer.

MBR shall work in close collaboration with the ASD-CERT Secretary General to manage the qualification process.

MBR shall be informed of the ASD-CERT Product Qualification Certificate by the ASD-CERT Secretary General.

ACP003 APPLICATION FOR PRODUCT CERTIFICATION

Purpose
To provide the procedure to be followed by the manufacturer applying for product certification.

Procedure for initial qualification
Upon application for certification, the manufacturer shall download the product certification request form ACP003 - FORM01 and the ASD-CERT Quality Manual from the ASD-CERT website **http://www.asd-cert.org**.

The manufacturer shall return the complete ACP003 – FORM01 together with the requested information. This shall be accompanied by a certificate showing compliance to EN/AS/JISQ 9100 plus any other required certifications/accreditations from relevant organisations.

The Secretary General will appoint a Mandated Body Representatives who would perform the certification.

The criteria for designation of a Mandated Body Representative are:

- His company or organization is a potential customer of the applying manufacturer;
- The capability to perform the duties described herein on the subject product

If no Mandated Body Representative is available, the Secretary General will send the Application Form ACP003 – FORM01 fully filled by the manufacturer to the Executive Board to assist in finding a Mandated Body representative.

The Secretary General will confirm the selection of the Mandated Body Representative and will inform the manufacturer.

ASD-CERT to be filled in by the applying manufacturer ACP003 - FORM01

Please complete this form and send to: ASD-CERT - Secretary General	
Application for Product Certification	Manufacturer's reference:
Manufacturer: Address: Contact person's name: function: phone: fax: e-mail: _____ _____ _____	
We apply for certification of the following standard aerospace products:	
EN Standards:	Other Standards:
Target Date for Qualification:	
Quality System Certificates/Approvals held: IAQG OASIS registration ☐ No ☐ Yes: validity _____	
Others (attach copy of certificates):	
European aerospace companies (interested in) purchasing the above products:	
We understand that we will be liable for all expenses incurred in completing the work, regardless of the outcome. Upon certification we will pay the registration fees.	
Name: Function: Signature: Date:	
To be filled in by ASD-CERT:	Received by ASD-CERT Secretary General: _____
	Quality System Approval with reference to EN 9100 is required: ☐ yes ☐ no

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ASD-CERT SAMPLE ACP003 - FORM01

Please complete this form and send to: ASD-CERT - Secretary General	
Application for Product Certification	Manufacturer's reference: [from Manufacturer's document referencing system *e.g.*] Xy/yz/2001-196

Manufacturer: Nuts & Bolts S.A.

Address:[Applicant's location and if different location where the products will be manufactured]

12345 Rue Sample
67890 Anywhere Village, Nowhere Country
Contact person's name: Mrs. Sandy Anybody
function: Head of Product Quality

phone: fax: e-mail:

+32–2–775.8110 +32–2–775.8111 sandy.anybody@nutsbolts.com

We apply for certification of the following standard aerospace products:

EN Standards: EN 2925, EN 2926, EN 3006, EN 3007, EN 3293, EN 3326, EN 3614	Other Standards:

Target Date for Qualification: 28 February 2001

Quality System Certificates/Approvals held:

IAQG OASIS registration ☑ No ☐ Yes: validity _____	ASD-EASE EASIS registration ☐ No ☑ Yes: Company: EADS Hamburg…… Date 10-Jun-99 Report No EADS-0001/99

Others (attach copy of certificates): ISO 9001:1994 by Any Accredited Assessor, Boeing, Airbus, ….

European Aerospace Companies (interested in) purchasing the above products:

EADS Toulouse, EADS Ottobrunn, EADS Hamburg, Rolls-Royce Bristol, ITP Zamudio, Alenia Milano, ….

We understand that we will be liable for all expenses incurred in completing the work, regardless of the outcome.
Upon certification we will pay the registration fees.

Name: Ms C. Chief Function: Quality Director
Signature:
Date: 31-Aug-2001

To be filled in by ASD-CERT:	Received by ASD-CERT Secretary General: _____
	Quality System Approval with reference to EN 9100 is required: ☐ yes ☐ no

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ACP004 QUALIFICATION PROCEDURE

The Mandated Body Representative (MBR) shall:

- 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
- Define the timeframe for completion of the QTP.
- Ensure that the QTP is correctly established and available to him before the tests and before the audit.
- Approve the Qualification Test Programme before any qualification test is started by the Manufacturer.
- 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 :

See in Annexe the QTR template

Check that following points are included in the Qualification Test Report:

- 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;
- Reference number of the agreed and frozen manufacturing and inspection file (issue, date and index);
- In case of Qualification by Analogy: (These points shall be discussed with the Task Force);
- 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;

- 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.

After examination of the test results the Mandated Body Representative shall write a Qualification Test Report summary and forward a copy to ASD-CERT Secretary General and the manufacturer.

ASD-CERT Executive Board will decide the number of MBR that shall attend product Qualification based on the complexity of the qualification.

The Qualification Test Report shall be based on the template (ACP005 Form 002 template, available on the ASD-CERT website) and submitted in English language.

ACP005 PRODUCT CERTIFICATION - PROCEDURE

Purpose
To provide the procedure to certificate standard aerospace products, under EN9133 rules.

Procedure
The ASD-CERT Secretary General shall inform the manufacturer and the relevant ASD-STAN standardization technical committee about the pending tests.

The Mandated Body Representative is responsible for defining and witnessing relevant tests .

He/she shall:

- Cooperate with the manufacturer regarding the preparation and execution of a Qualification Test Programme (QTP) in accordance with the relevant standards and specifications;

- Monitor the testing and perform verifications, as appropriate.

The manufacturer shall provide the specified sample parts and the required manufacturing and inspection files of same, including those of the raw materials as appropriate. 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.

After completion of the qualification tests, a detailed report (Qualification Test Report) shall be prepared by the manufacturer. The manufacturing route used to manufacture the tested parts, shall be established, agreed, signed and stamped in red, and recorded by the manufacturer. See also ACP017.

The Mandated Body Representative shall evaluate the Qualification Test Report (QTR) mentioned above and shall prepare a Product Qualification Testing Report. (PQTR)

This report shall contain:

- A unique reference;
- Date of qualification;
- Reference to the sealed manufacturing route(s);
- The detailed report of the test programme ;
- An ACP005 - FORM01 :
- Completed and signed by the manufacturer and the MBR;
- Presenting summary and recommendations;
- The concurrence of the manufacturer with the report.

The summary of the test report, accompanied by the ACP005 - FORM01, shall be sent to the ASD-CERT Secretary General.

A CD-ROM (or any other appropriate means) with the complete Qualification file shall be sent by the manufacturer and the MBR to the Secretary General.

The MBR shall use the template of the audit report PQTR which is available on ASD CERT Website www.asd-cert.org.

The audit report (QTR) shall contain:

- A EN/AS 9100 certificate of at least one (1) year validity after the submission to the ASD-CERT Executive Board;
- 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 thechical specifications and the actual values resulting from tests for compliance;
- Decision of the MBR for each requested values and test result values (Pass / fail+value);

- In case of Analogy, demonstration by the MBR that requested test is not necessary to fulfil the technical specification;

- The reference of the Manufacturing route.

The Secretary General shall send form ACP005 - FORM01 to ASD-CERT Executive Board for their approval decision and signature.

Approval procedure:
3 signatures out of 5 Exec Executive Board members are needed on ACP005-FORM01

Secretary General proceeds to issue the PQ certificate

1st case:	**2nd case:**	**3rd case:**
3 approvals received without any disapproval and without any conditional approval. The Secretary General will issue the PQ Certificate.	1 disapproval, even if 3 approvals are received. The Secretary General will inform the MBR and the Manufacturer. The Process is stopped until MBR and Manufacturer provide all requested data in order to change decision from disapproval to approval.	1 approval under condition is received. The Secretary General will inform the MBR and the Manufacturer. The PQ is not issued until all conditions are answered to and the “approval under conditions” is changed to a full approval (without conditions).

Deputy of the Executive Board member:
Each of the five executive members could have a deputy under the following conditions:

The deputy must be from the same company and shall have the same knowledge as the member who so delegates his voting rights

Each deputy has to be ratified by the ASD-CERT Executive Board

Lead time for qualification approval at ASD-CERT Executive Board level:
The maximum lead time to approve each qualification file at ASD-CERT Executive Board level is 2 months starting from the date where Secretary General has sent the qualification file to ASD-CERT Executive Board.

Exceptional process in case of Work stoppage:
The Secretary General will contact the ASD-CERT Executive Board members before the expiration date if 3 approval signatures have not yet been received. He will inform them that he has received 2 approval signatures (one of which shall be the President’s) and if no disagreement is received from the other Executive Board Members before a given date stated

by the Secretary General, then the he shall proceed to issue the corresponding draft certificate and invoice to the manufacturer.

The above exceptional procedure is not applicable if at least one signature has been granted under conditions. Those conditions must be answered or levied before qualification is fully granted.

Issuance of Product Qualification (PQ) Certificate
After consideration of the test report and taking into account the recommendations from the Mandated Body Representative, ASD-CERT Executive Board shall decide whether or not to grant the manufacturer a Product Qualification (PQ) Certificate for the product concerned. See ACP 005.

The Certificate shall contain the following minimum information:

- A unique identification number shall be allocated by ASD-CERT Secretary General and recorded on the MBR report;
- Name of the manufacturer of the product;
- Where the product is manufactured;
- The product designation based on the product standard including index or date of issuance, part number of the product qualified and reference number with index or date of issuance of technical specification the part was qualified to;
- The Qualification Test Report (QTR) reference;
- Issue and granting date of the certificate;
- A validity period of 3 years starting from the date of issuance.

Once approved by the ASD-CERT Executive Board, the Secretary General shall prepare a draft certificate and issue the invoice for administrative fees of the certification.

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 a new Mandated Body representative.

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

In due time before the end of the validity period, the ASD-CERT Secretary General shall request the Mandated Body Representative to perform an audit on the manufacturer to verify that the manufacturing process is still valid and then make a recommendation to ASD-CERT Executive Board whether or not the certification can be continued.

The ASD-CERT Secretary General will prepare and sign a new certificate. This certificate is valid for three years after which it may be extended again, based on a performance review by the original Mandated Body representative. If the former certificate is attached to several technical specifications, then the ASD-CERT Secretary General will split it into several

certificates, each one attached to one technical specification and invoiced accordingly to the manufacturer.

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

ASD-CERT to be filled in by the Mandated Body ACP005 - FORM01

product qualification testing - summary and recommendation

Mandated Body (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 Mandated Body:

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

Name:

Signature: Date:

Decision of ASD-CERT Executive Board member:

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

Name:

Signature: Date:

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product qualification testing - summary and recommendation

Mandated Body (Auditor): Aerospace SA

9876 Lilienthal Weg
443322 Prime City
Country

Manufacturer (Auditee): Nuts & Bolts S.A.

Address:[location subject to the audit, i.e., where the products will be manufactured]

12345 Rue Sample
67890 Anywhere Village, Nowhere Country
Products subject to certification:

Product identification (acc. to marking requirements in appl. std.):	Qualification document: (document reference)	Sealed manufacturing route (document reference)
EN2925-050030	ASAG-2925a-0023-2001	NB-Bolt-2925-050
EN2925-050042	ASAG-2925a-0023-2001	NB-Bolt-2925-050
EN2925-070068	ASAG-2997c-0025-2001	NB-Bolt-2925-070
EN2925-080026	ASAG-2997c-0025-2001	NB-Bolt-2925-080
EN2925-080034	ASAG-2997c-0025-2001	NB-Bolt-2925-080
EN2925-080054	ASAG-2997c-0025-2001	NB-Bolt-2925-080
continued on extra sheet	continued on extra sheet	continued on extra sheet

Name: A. Itor

Signature: Date: 12-Jul-2001 A. Itor

Recommendation of Mandated Body:

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

Name: E. Somebody E. Somebody

Signature: Date: 15-Jul-2001

Decision of ASD-CERT Executive Board member:

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

Name:

Signature: Date:

Issue 009

ACP006 APPLICATION FOR RENEWAL OF PRODUCT CERTIFICATION

Three months before the end of the validity period, the ASD-CERT Secretary General shall request to get a Mandated Body Representative to perform an audit at the manufacturer facilities to verify that the manufacturing process is still valid and the MBR shall make a recommendation to ASD-CERT Executive Board whether or not the qualification can be renewed.

On receipt of a re-quest for qualification renewal and submission of a completed ACP006 form, with declarations of no changes to manufacturing route, no quality issues etc. A 6 months extension of approval is granted while a mandated body review of submitted request and supporting data and submission of a formalised in a report to be approved by the ASD-Cert Executive Board. A letter will be sent by the ASD-Cert secretary general informing the manufacturer of this extension and that all parts delivered during this period are at manufacturer's risk.

If the manufacturer wishes to remain an approved supplier of said EN standards, it shall contact ASD-CERT Secretary General which will then consider granting continued approval based on the following pre-requisites being supplied:

- A statement of either continued production with no-break in production as stated in EN/AS9133, including the delivered quantities to each customers with their names, or a declaration that no change to the original manufacturing process has occurred;
- Supporting manufacturing acceptance data from the latest batch of products produced in accordance with the applicable technical specification, including material certification data;
- A statement that no quality complaints have been received since the last product qualification;
- A statement that the "Sealed Manufacturing Route" as approved at the time of the initial qualification has not been modified;
- A copy of a valid EN/AS9100 quality systems approval certificate;
- Confirmation that the manufacturer implements product qualification renewal procedures as part of its company's quality management system process;
- An ASD-CERT ACP006-FORM 001 signed by the manufacturer with all elements/evidence required;
- An ASD-CERT ACP005-FORM 001 for review and signature by the ASD-CERT Mandated Body who will provide a recommendation to renew or not renew the qualification based on the evidence supplied above.

The MBR 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 MBR reserves the right to request from the manufacturer any test the MBR may deem necessary.

The qualification renewal procedure follows approval procedure as described in ACP 005.

ASD-CERT SAMPLE ACP006 - FORM01 Part 1

Please complete this form and send to: ASD-CERT - Secretary General		
Application for renewal of Product Certification	ASD-CERT Certificate number :	
	Certificate Expiry date:	
The product manufacturer shall accept that they are liable for all expenses incurred in completing the work associated qualifcation compliance This includes payment of any mandated body costs and payment of certification registration fees.		
Manufacturer: 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, confirm you have enclosed the following supporting evidence (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 EN/AS9100 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.		

ASD-CERT SAMPLE ACP006 - FORM01 Part 2

Previous PQ	
Expiration date	
ACP005	
P/N	
Statement of no customer discrepancy	
MB nomination	
Historic of Sales	
Historic of Manufacturing	
Quality system accreditations	
MB visit of installation	
Initial manufacturing drawing	
Current manufacturing drawing	
Initial / previous test report	
Initial / previous routing sheet	
Routing sheet historic of revision	
Current routing sheet	
Acceptance test report Including Dimensional and geometric inspection	
Material CC	
Initial / previous MB qualification report	
Additional test results	

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 a Mandated Body Representative.

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 the ASD-CERT Secretary General and Mandated Body Representatives.

Responsibilities
The 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 the 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 MB representative.

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

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

Each Mandated Body Representatives is responsible for the correct application of the stamp on manufacturing route documentation by authorised users, and each Mandated Body Representative is responsible for the prevention of unauthorised use of his stamp.

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

In the event of a loss of a stamp, the MBR 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, 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 (MCR)

Purpose

To provide the procedure to be followed by a manufacturer to request a change to his manufacturing and/or inspection processes.

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 requested MCR's 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.

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

Manufacturers shall not implement any changes to the product manufacturing route without receiving ASD-CERT approval.

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.

The ASD-CERT Secretary General shall forward the MCR to a nominated Mandated Body Representativeto request for his recommendations. If agreed, the manufacturing route used to manufacture the parts, shall accordingly be changed, established, agreed, stamped and sealed.

The Mandated Body Representativeshall provide recommendations, endorsing the MCR and return it to the ASD-CERT Secretary General who will seek confirmation from the ASD-CERT Executive Board under the same approbation process as for ACP005.

ASD-CERT Secretary General will notify the manufacturer of the ASD-CERT decision.

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

An MCR shall also be submitted for changes of company name.

ASD-CERT to be filled in by the applying Manufacturer ACP008 - FORM01

Part 1

Please complete this form and send to: ASD-CERT - Secretary General		
MANUFACTURING CHANGE REQUEST		Manufacturer's reference:
Manufacturer: 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:		
For Manufacturer Name : Signature: Date:		
Recommendation of Mandated Body: Changed manufacturing route is sealed; doc. ref: a. m. changes to be certificated: ☐ yes ☐ no Name: Signature: Date:		
Decision of ASD-CERT Executive Board member: a.m. products of Manufacturer certificated: ☐ yes ☐ no ☐ yes on condition (see separate page) Name: Signature: Date:		

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ASD-CERT to be filled in by the applying Manufacturer ACP008 - FORM01

ACP008-Form 1- Part 2
"ENXXXX Engineering Change Form"

Change number :	
Date :	Page 1 of 1

Check applicable column with respect to this change	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 aversely 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 ?	□	□
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 to REACH	□
F. New regulation	□	L. Out sourcing	□

Issue 009

ACP009 PROBLEMS WITH STANDARD AEROSPACE PRODUCTS REPORTED BY USERS

Purpose
To provide the procedure to be followed by users to report on problems with standard aerospace products, and resulting actions in ASD-CERT.

Procedure
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 recognises that it has released non-conforming parts for industry use, it shall immediately report such events to ASD-CERT Secretary General.

The ASD-CERT Secretary General shall then contact the MB representative who performed product qualification, and forward to him/her all pertinent information, requesting an immediate investigation.

The MB Representative 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.

The ASD-CERT Secretary General shall forward the Mandated Body Representative's reports and recommendations to the ASD-CERT Executive Board; to which the members will respond confirming the recommendations or indicate if other actions are to be undertaken.

The ASD-CERT Secretary General shall launch actions with the manufacturer and Mandated Body Representative consistent with the outcome of ASD-CERT Executive Board responses, and follow them through to conclusion.

ACP010 APPEAL PROCEDURE

Purpose
To provide the procedure to be followed for appeals against decisions of ASD-CERT.

Procedure
Appeals shall be sent to ASD-CERT Secretary General who will send them to the Appeal Panel.

The Appeal Panel will investigate the appeal and will give a written judgement which will be sent to the ASD-CERT Secretary General. The ASD-CERT Secretary General shall provide copies to the ASD-CERT Executive Board and the the manufacturer who has appealed.

After due consideration, ASD-CERT Executive Board will confirm its position in writing to the appealer via the ASD-CERT Secretary General.

The ASD-CERT Secretary General shall maintain records of appeals, Appeal Panel judgements and ASD-CERT Executive Board decisions.

ACP014 ASD-CERT SECRETARY GENERAL OFFICE

Purpose

To provide the terms of reference of ASD-CERT Secretary General, as realized via his office.

Terms of Reference

1 To perform all administrative and accounting tasks.

2 To produce and distribute ASD-CERT certificates which are available in the ASD-CERT Website.

3 To issue the list of certificated standard aerospace products and the approved manufacturers (TR 3040), and to update the ASD-CERT website as changes occur.

4 To manage the designation of Mandated Body Representatives and maintain a register

5 To establish fees and recover these fees from the manufacturers of certificated standard aerospace products, and maintain records.

6 To process the appeals.

7 To control and electronically record the ASD-CERT documents both for ASD-CERT and the manufacturers of standard aerospace products and the Mandated Bodies, as appropriate.

8 To maintain the approved Mandated Body Representative list authorised to sign ACP's forms, and use the ASD-CERT stamps

9 To keep and control records.

ACP016 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
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 manufacturing 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
MBR	Mandated Body Representative
MoU	Memorandum of Understanding. A common agreement between organizations.
OEM	Original Equipment Manufacturer.
PQTR	Product Qualification Test Report
Product	Part, process, material.
Product Qualification Certificate	A serialised document that certifies that a product has been qualified according to the relevant standards, established by an appropriate organisation.
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.

ACP017 MANUFACTURING RECORDS

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

Procedure
The Mandated Body Representative 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 Mandated Body representative, 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 MBR.

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.

Bibliography

ASD-CERT Statutes

ACP forms

EN/AS 9100

EN/AS 9110

EN/AS 9133

Guide for Mandated Bodies

ISO 9001

ISO 17025