Re-Authentication Guide

This document contains guidance for completing the AQMS Auditor Re-Authentication process for individuals currently holding an AQMS Auditor Authentication through an Auditor Authentication Body (AAB) other than Probitas Authentication.
**RE-AUTHENTICATION REQUIREMENTS**

To maintain qualification, AQMS Auditors must participate in at least four aerospace audits within the previous three years and also have participated in 15 hours of continuing education activities within the previous three years.

In accordance with sectorial training requirements, continuing education activities require a review of changes to the AQMS standards, auditing methods, aviation authority requirements, and ISO requirements.

At least three months prior to expiration of auditor approval, auditors shall provide documented evidence of the required audit experience and training to Probitas Authentication for re-authentication consideration.

Once submitted, Probitas Authentication will review the documentation for relevancy and completeness. When the documentation is accepted and approved, updated auditor information will be entered in the OASIS database.

For AB assessors who are re-authenticating as an AQMS auditor, the re-authentication approval process may include approval of the RMC Auditor Review Committee and follows the same approval steps as initial authentication.

**Website:** [http://www.sae-itc.org/probitas/](http://www.sae-itc.org/probitas/)

**CREATE AN ACCOUNT**

Click on [Begin the process](#) Under “Transferring from another AAB?”
Select Sign Up / Get Started Now
-or-
Select No, I need to create one.

Create PROBITAS Account screen will appear.

Create PROBITAS Account

I Am Registering as a:

- Auditor
- Self-Release Delegate

Email: ____________________________

First (Given) Name: ____________________________

Last (Family) Name: ____________________________

Preferred Address

Company: ____________________________

Mailing Stop: ____________________________

Street: ____________________________

State / Province: ____________________________

Postal Code: ____________________________

Login Information

Password: ____________________________

Retype Password: ____________________________

Create Account & Login >
Select Auditor

My Account

Create PROBITAS Account

I Am Registering as a:
- Auditor
- Self-Release Delegate

All items underlined in red are a required fields.
Email address will become username

After account information is entered, click **Create Account & Login >**

**Start APPLICATION PROCESS**
Select **Start Application**
Select “Transfer”. Select either “Industry Experience” or “Training” 

Click **Save and Proceed to Application**

Application Screen will appear:
Recertification Screen (above):
Enter Information by selecting + under each category.
Enter information and select categories, then click Save & Close or Save & Add Another Item

Edit information, click on item to be changed, save changes
Delete information, click on ✗

Example - Upload Resume:
  o Click + under Resume, located under work experience
  o Double Click Browse

  ![Add Resume](image)

  o Upload File from your computer by double-clicking file from your computer
  o Select Save & Close

Upload Exemplar certificate information under External Certifications

![External Certifications](image)

![Add Item to External Certificates](image)
Upload CPD certificates by clicking the ✉ under Professional Training. We need to view at least 2 certificates to verify hours.

![Diagram of Professional Training section]

Fill out all information. Under “Upload Certificate”, click Browse and locate the document you would like to upload. Then Click save & Close.

Please fill out Continuing Professional Development Log by clicking on ✉ Download Template.

![Diagram of Professional Training section]

Please note we accept Exemplar’s Form. This can be uploaded by skipping Download template. Just click on ✉ under Continuing Profession Development Log and upload the Exemplar form from your computer.
Save downloaded Probitas document to your computer and fill out all information. When finished, upload Continuing Profession Development (CPD) Log by following these steps:

- Click ➕ under Continuing Professional Development Log
- Double Click Browse
- Upload File from your computer by double-clicking file from your computer
- Select Save & Close

Please fill out AQMS Audit Log by clicking on ➕ Download Template

Please note we accept Exemplar's Form. This can be uploaded by skipping Download template. Just click on ➕ under AQMS Audit Log and upload the Exemplar form from your computer.

Save downloaded Probitas document to your computer and fill out all information. When finished, upload Audit Log by following these steps:

- Click ➕ under Continuing Professional Development Log
- Double Click Browse
- Upload File from your computer by double-clicking file from your computer
- Select Save & Close

After all information is entered into the Application Screen, click Proceed to Declaration

If information is incomplete for application, a box will appear with a list of additional requirements needed. Example:
IF all information is complete, the Declaration Statements will appear. Check I AGREE to the Declaration Statements and click Proceed to Payment.

Example of Payment Screen:

If payment by Credit Card, a receipt will be available after submitting payment details. An invoice will be sent, if other payment arrangements are requested. Example of Receipt:
What to Expect After Submitting Re-Authentication Application & Payment

If you have already provided payment, your application review will begin as soon as possible. If you have opted to make other arrangements for payment, the application review will begin as soon as payment is verified.

When PROBITAS AUTHENTICATION conducts the auditor re-authentication review, the information collected in the application is compared against the criteria established in the certification scheme for which you have applied for. The decision to grant re-certification for existing auditors is based on the information and objective evidence you have provided in your application.

You will be able to identify the current status of the application process by logging into your account at PROBITAS AUTHENTICATION.

Click on **My Account** Enter email and password
The general auditor authentication process that PROBITAS AUTHENTICATION will follow is:

- **PROBITAS Initial Review**: PROBITAS AUTHENTICATION reviews the application to confirm that the applicant complies with the application requirements of the certification scheme.
- **Request for Additional Information**: If there is a need to obtain additional information, we will contact you.
- **PROBITAS Final Review**: The RMC will notify PROBITAS AUTHENTICATION for a final review of your application.
- **Approved**: PROBITAS AUTHENTICATION will ask you to read and sign the Code of Conduct.
- A new OASIS auditor number will then be assigned to you along with the effective and expiration dates.

Thank you for choosing PROBITAS AUTHENTICATION for your certification services. If you have any questions, please don’t hesitate to contact us.

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