



AQMS AUDITOR AUTHENTICATION BODY

# 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/>

## **CREATE AN ACCOUNT**

Click on **Begin the process** Under "Transferring from another AAB?"

The screenshot displays the Probitas website interface. At the top, there is a blue navigation bar for "Auditors" with sub-links for Overview, News, Resources, and FAQs. To the right of this bar, it specifies "For Standards: AS9100, AS9110, AS9120". Below the navigation bar, the "Auditors" section features a sidebar with "Become an Auditor:" and "Transferring from another AAB?". The "Transferring from another AAB?" section has a yellow button labeled "Begin the process" with a green mouse cursor pointing to it. To the right of the sidebar are three content cards: "Probitas Authentication Website User Guide" (Guide, PDF), "AQMS Auditor Application" (Printable, PDF), and "AS9100 AQMS Auditor Application User Guide" (Guide, PDF). Below this is a green navigation bar for "Training Providers" with sub-links for Overview, News, Resources, and FAQs, also specifying "For Standards: AS9100, AS9110, AS9120". The "Training Providers" section has a sidebar with "Get Approval:" and "AQMS Training Course". To the right are two content cards: "The International Aerospace Quality Group (IAQG) is very pleased to announce the legal" (News) and "Aerospace Auditor Transition Training (AATT) Update" (Update).

Select Sign Up / Get Started Now

-or-

Select No, [I need to create one.](#)

**My Account**

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**Login to PROBITAS**

Email:

**Do you have an account and password?**

Yes, here is my Password:  **Login >**

No, [I need to create one.](#)

**New to PROBITAS?**

**Sign Up / Get Started Now**

**Need Help Logging In?**

[Forgot Password](#)

[Has Your Email Changed?](#)

Create PROBITAS Account screen will appear.

**My Account**

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**Create PROBITAS Account**

---

I Am Registering as a:

Auditor ?

Self-Release Delegate ?

Email:  Retype:

First (Given) Name  Middle Name  Last (Family) Name  Phone Number

---

**Preferred Address**

Company  Department

Mail Stop  Country  State / Province  County

Street  Suite/Apt  City  Postal Code

---

**Login Information**

Login  Password  Retype Password

(Enter Email Above)

---

**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**

The screenshot shows the Auditor interface. At the top, there is a blue header with the text "Auditor", "Hi Tammy", and a "Logout" button. Below the header, there is a "Select" sidebar with a document icon. The main content area is a tree view with three expanded categories: AS9100, AS9110, and AS9120. Each category contains two rows: "AA" and "AEA". Each row has a "Start Application" button. A green arrow points to the "Start Application" button in the "AEA" row under the "AS9100" category.

## AEA Application



Are you starting a New application or Transferring from another AAB?

New

Transfer

AEA Qualifications Through

Industry Experience

Training

**Save and Proceed to Application**

Select "Transfer". Select either "Industry Experience" or "Training"

Click **Save and Proceed to Application**

Application Screen will appear:

**PROBITAS**  
AUTHENTICATION™

Home About Auditor Training Providers Supplier Self-Release Contact **My Account**

**Auditor** Hi Tammy [Logout](#)

**Recertification**

- Build Application
  - AS9100
  - AEA**
- Declaration
- Payment
- Receipt

**Education** [+](#)

**External Certifications** [+](#)

**Work Experience** Still Need: **1 Work Experience** **1 Resume**

- [+](#)
- Experience Directly Involved
  - [+](#)
- Resume
  - [+](#)

**Professional Training** Still Need: **2 Training** **1 CPD Log File**

- [+](#)
- Continuing Professional Development Log [Download Template](#)
  - [+](#)

**AQMS Audit Logs** Still Need: **1 AQMS Log File**

- [+](#)
- Audit Log [Download Template](#)
  - [+](#)

**Additional Supporting Information** [+](#)

Application Complete? **Proceed to Declaration**


### Recertification Screen (above):

Enter Information by selecting  under each category.


Enter information and select categories, then click 

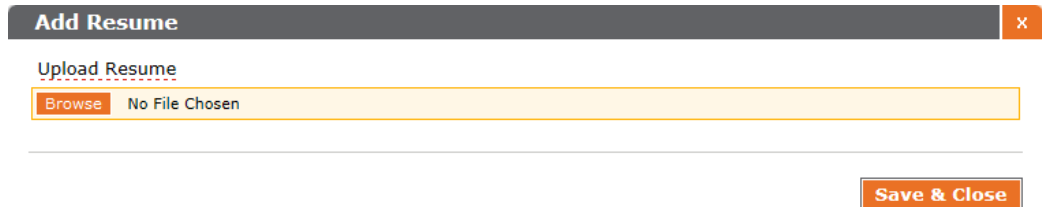
or 


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

Delete information, click on 

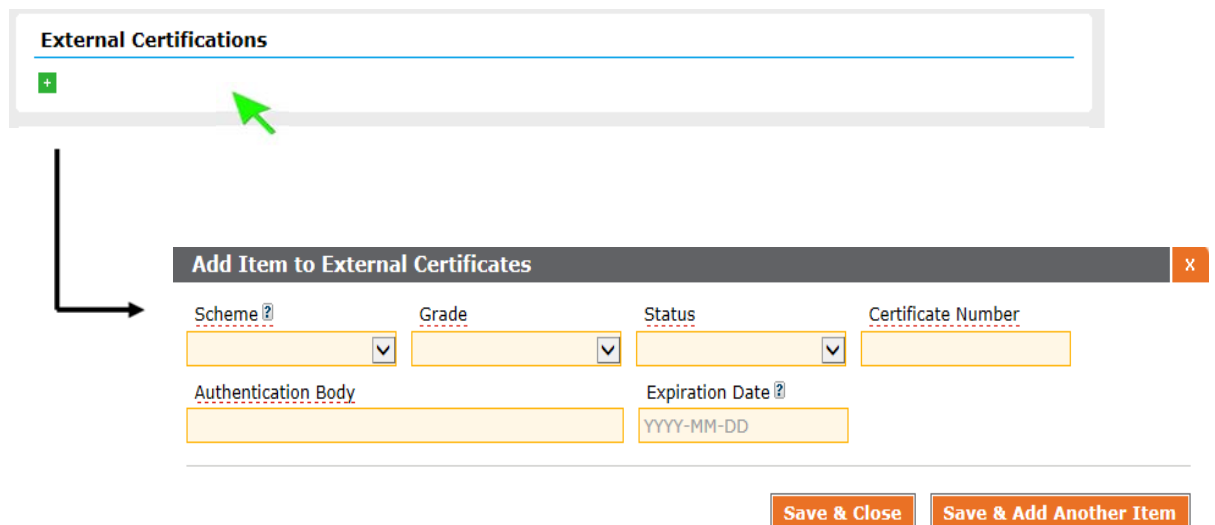
### Example - Upload Resume:

- o Click  under Resume, located under work experience
- o Double Click Browse

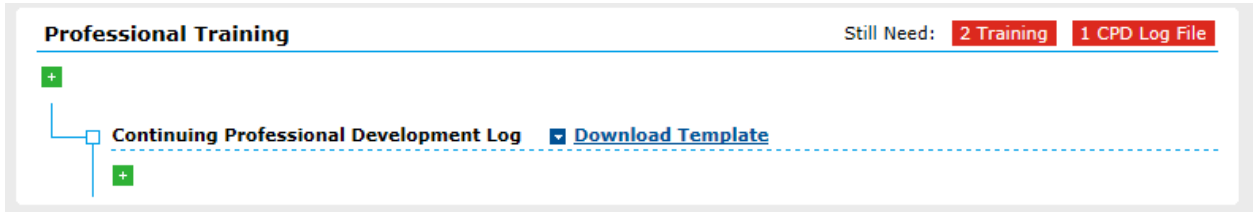


- o Upload File from your computer by double-clicking file from your computer
- o Select 

### Upload Exemplar certificate information under External Certifications



Upload CPD certificates by clicking the **+** under Professional Training. We need to view at least 2 certificates to verify hours.

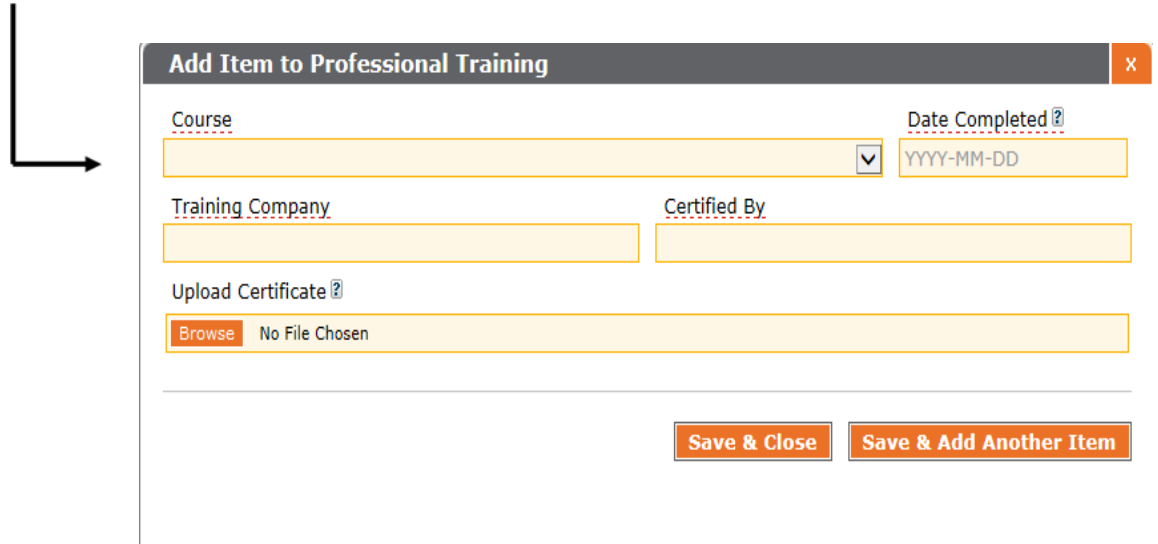


**Professional Training** Still Need: **2 Training** **1 CPD Log File**

**+**

**Continuing Professional Development Log** [Download Template](#)

**+**



**Add Item to Professional Training** X

Course Date Completed ?

Training Company Certified By

Upload Certificate ?

No File Chosen

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](#)



**Professional Training** Still Need: **2 Training** **1 CPD Log File**

**+**

**Continuing Professional Development Log** [Download Template](#)

**+**

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:

- o Click **+** under Continuing Professional Development Log
- o Double Click Browse
- o Upload File from your computer by double-clicking file from your computer
- o 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.

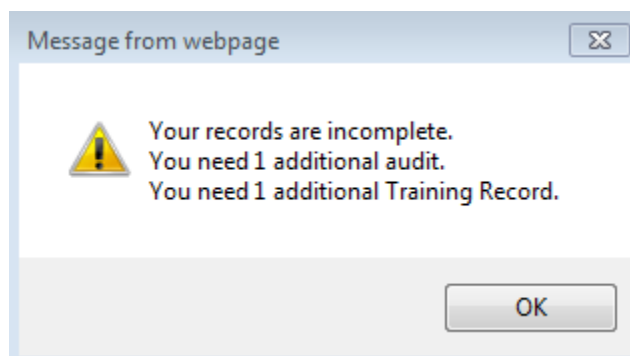
Save downloaded Probitas document to your computer and fill out all information. When finished, upload Audit Log by following these steps:

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

After all information is entered into the Application Screen, click



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.

I AGREE to the Declaration Statements **Proceed to Payment**

### Example of Payment Screen:

Auditor
Hi Jane [Logout](#)

**Recertification**

Jane Doe  
AS9100 AA  
 19031236

- Declaration
- Payment
- Receipt

**Bill To**

Name	Jane Doe	Company	Acme Inc.
Department	Quality Department	Mail Stop	City Pittsburgh
Country	United States	State / Province	Pennsylvania
Street	111 East Street	Suite/Apt	Postal Code 15000

**Payment**

Credit Card

Card Number	Type	Expiration	CSC
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>

Mail Me An Invoice [?](#)

**Order**

Item	Application ID	Scheme / Grade	Cost
Auditor Re-certification	19031236	<span style="background-color: #0070C0; color: white; padding: 2px;">AS9100 AA</span>	\$245.00

Submissions are Final

**Submit Application & Payment**

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:**

Auditor
Hi Jane [Logout](#)

**Recertification**

Jane Doe  
AS9100 AA  
 19031236

- Declaration
- Payment
- Receipt

**Receipt**

**Order Number: 16663705**

Item	Application ID	Scheme / Grade	Cost
AS9100 AA CERTIFICATION Auditor Re-certification	19031236	<span style="background-color: #0070C0; color: white; padding: 2px;">AS9100 AA</span>	

<b>Bill To</b>	<b>Paid in Full</b>
Jane Doe Acme Inc. 111 East Street Pittsburgh, PA 15000	Order Date: 21 Jul 2014 Payment Total: \$245.00 Payment Option: Visa Credit Card

**Next**

**What to Expect**

Thank you for submitting your AQMS Auditor Recertification Application. 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 are recertifying for. The decision to grant or recertification 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. 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 recertification requirements of the certification scheme.
- RMC Review:** If approved, Probitas Authentication will submit the auditor's recertification application to the IAQG RMS for recognition.
- 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:** Once approved, Probitas Authentication will ask you to read and sign the Code of Conduct.
- Your OASIS auditor number will then be updated to include new 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.

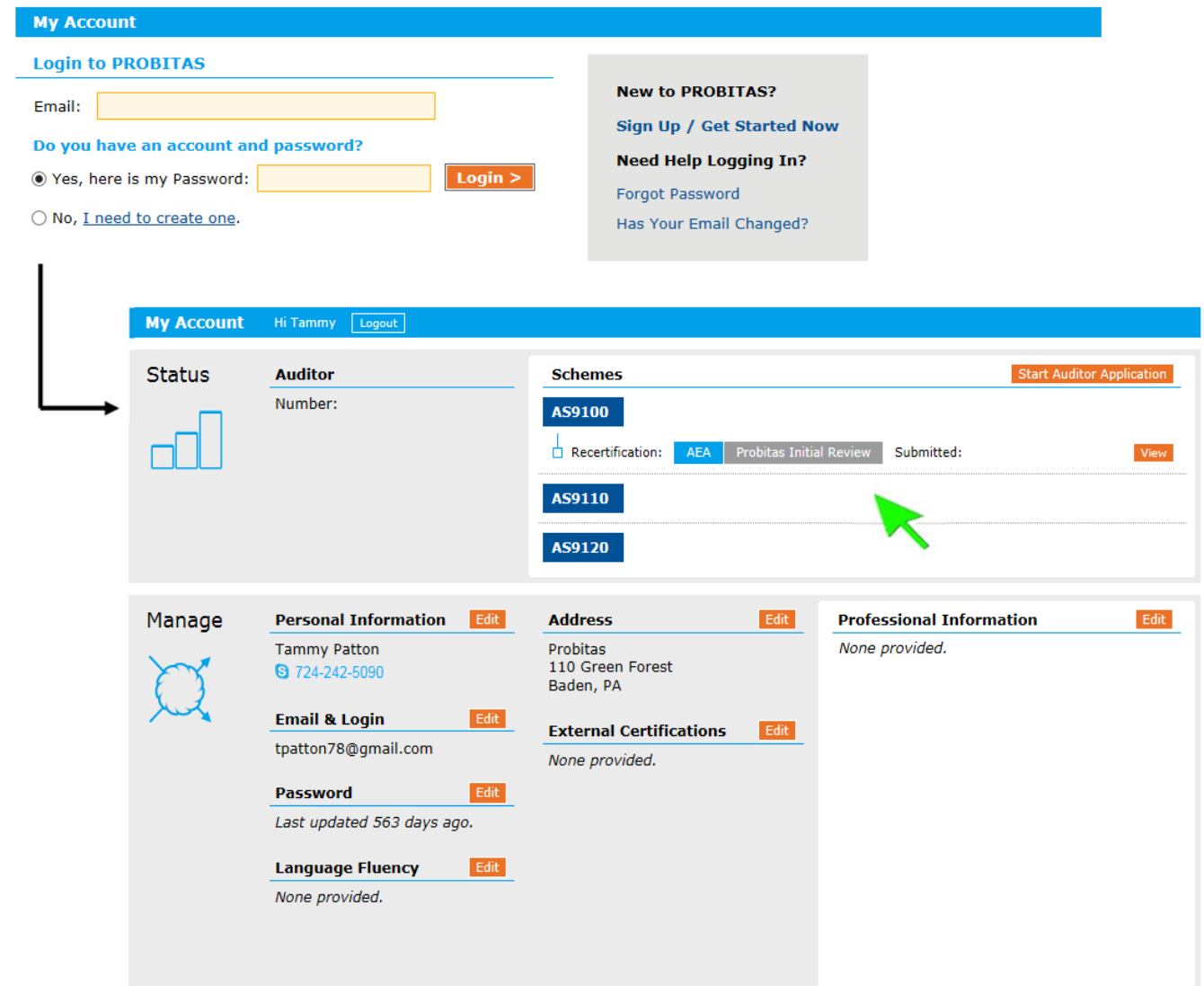
## What to Expect After Submitting Re-Authentication Application & Payment

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  Enter email and password



**My Account**

[Login to PROBITAS](#)

Email:

**Do you have an account and password?**

Yes, here is my Password:  [Login >](#)


No, [I need to create one.](#)

**New to PROBITAS?**

- [Sign Up / Get Started Now](#)
- [Need Help Logging In?](#)
- [Forgot Password](#)
- [Has Your Email Changed?](#)

**My Account** Hi Tammy [Logout](#)

**Status**



**Auditor**

Number:

**Schemes** [Start Auditor Application](#)

Recertification:	AEA	Probitas Initial Review	Submitted:	<a href="#">View</a>
<b>AS9100</b>				
<b>AS9110</b>				
<b>AS9120</b>				

**Manage**

**Personal Information** [Edit](#)

Tammy Patton  
[724-242-5090](#)

**Email & Login** [Edit](#)

tpatton78@gmail.com

**Password** [Edit](#)

Last updated 563 days ago.

**Language Fluency** [Edit](#)

None provided.

**Address** [Edit](#)

Probitas  
110 Green Forest  
Baden, PA

**External Certifications** [Edit](#)

None provided.

**Professional Information** [Edit](#)

None provided.

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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