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.

Probitas Authentication
2-11-2016

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?"

Select Sign Up / Get Started Now

-or-

Select No, I need to create one.

Create PROBITAS Account screen will appear.

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**

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   Auditors   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 [Save & Close]
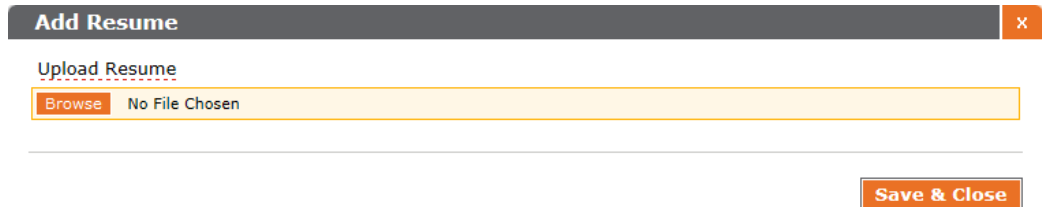
or [Save & Add Another Item]

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

Delete information, click on [×]
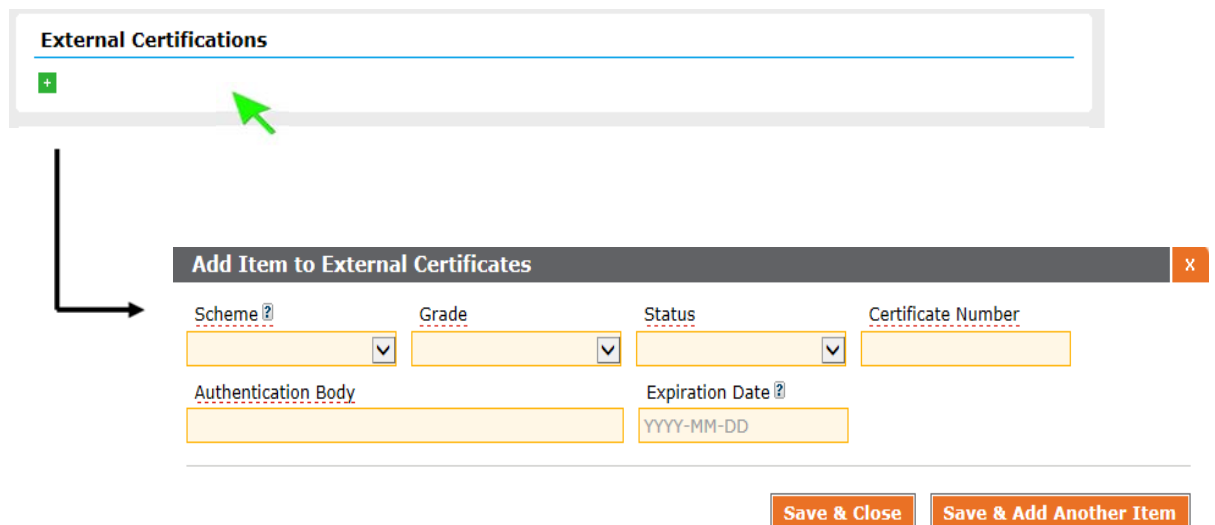
Example - Upload Resume:

- o Click [+] under Resume, located under work experience
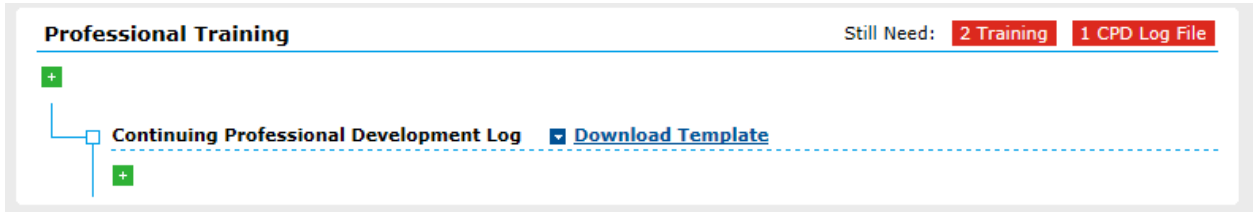- o Double Click Browse

Add Resume [x]

Upload Resume

[Browse] No File Chosen

[Save & Close]

- 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

[+]

Add Item to External Certificates [x]

Scheme [?]	Grade	Status	Certificate Number
[▾]	[▾]	[▾]	

Authentication Body	Expiration Date [?]
	YYYY-MM-DD

[Save & Close]   [Save & Add Another Item]

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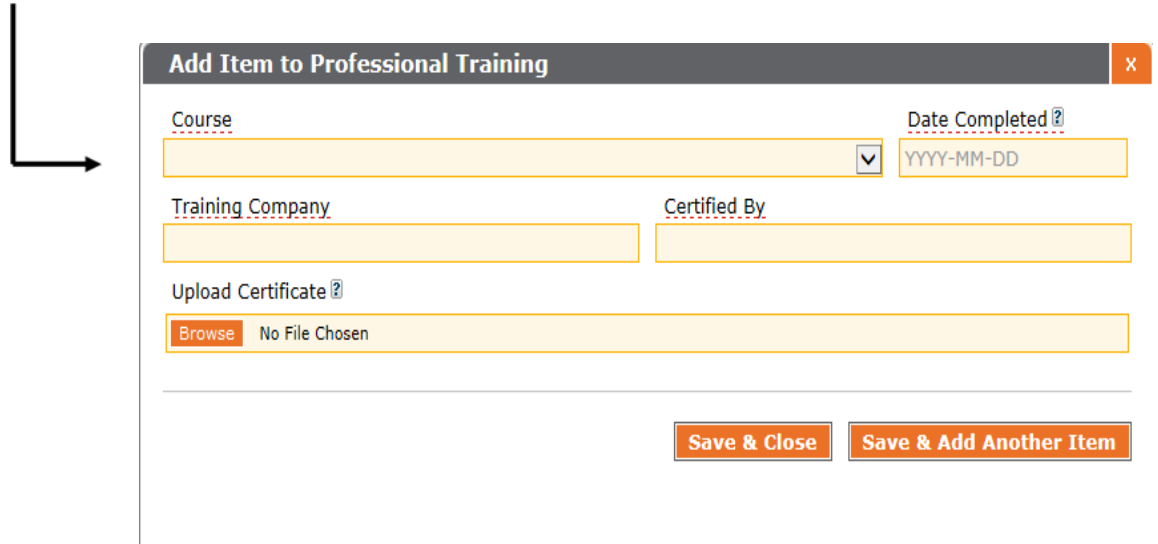

Fill out all information. Under "Upload Certificate", click Browse and locate the document you would like to upload. Then Click save & Close

Please fill out Continuing Professional Development Log by clicking on
🔻 **Download Template**

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:
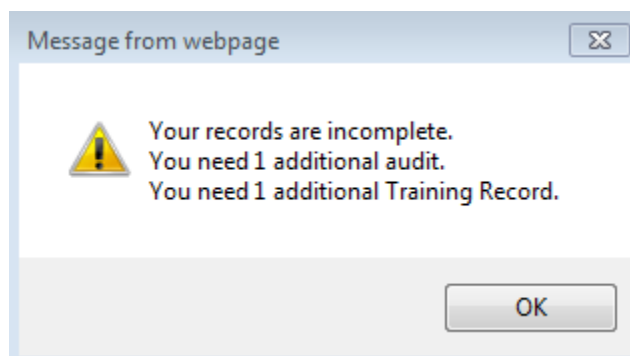
IF all information is complete, the Declaration Statements will appear. Check I AGREE to the Declaration Statements and click Proceed to Payment.

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

Example of Payment Screen:

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.
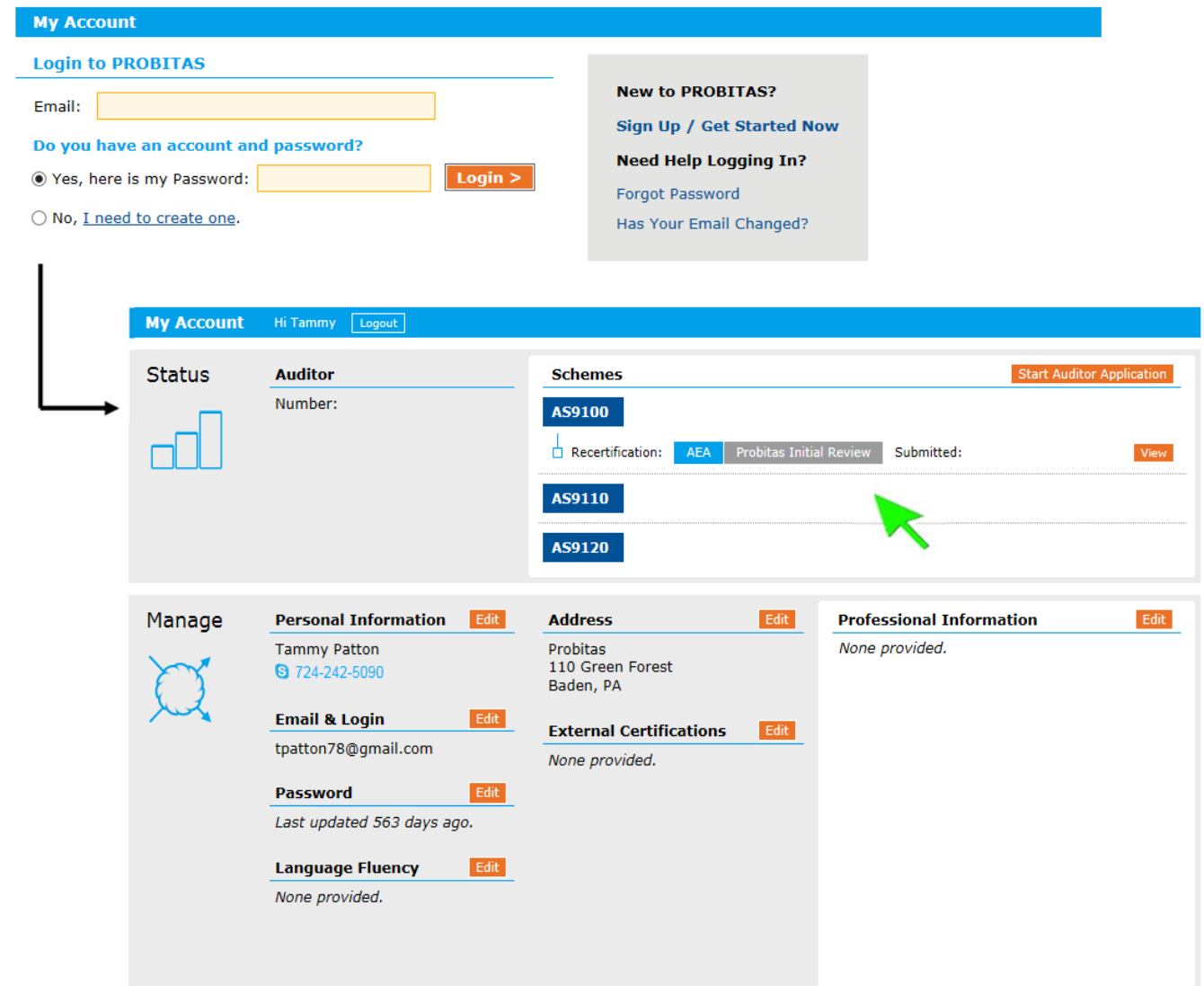
Click on **My Account**   Enter email and password

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

AS9100

⬚ Recertification: | AEA | Probitas Initial Review | Submitted: View

AS9110

AS9120

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.

PROBITAS AUTHENTICATION
161 Thorn Hill Rd
Warrendale, PA 15096-0001
USA

Phone: 724-772-7545

Email: probitas@sae-itc.org