

INDEX

1. SCOPE AND FIELD OF APPLICATION2
2. ASSESSMENT BASIC REQUIREMENTS.....2
3. BASIC REQUIREMENTS RELATED TO THE PROCESS OF SUPPLYING THE ASSESSMENT SERVICE.....2
4. SUSPENSION OR WITHDRAWAL OF THE CERTIFICATION.....3
5. USE OF THE MARK AND OF THE CONFORMITY CERTIFICATE.....3
6. COMMITMENTS OF THE ORGANIZATION4

Verification: B.U. CSI Management:	Mr. <i>Flavio Falcone</i>	_____
Verification: B.U. CNE Management:	Mr. <i>Nico Mastrorillo</i>	_____
Validation: General Management:	Mr. <i>Rodolfo Trippodo</i>	_____
Approval: Chairman of the Control and Guidance Committee:	Mr. <i>Gianni Rigamonti</i>	_____

1. SCOPE AND FIELD OF APPLICATION

The requirements defined in this document are in full part of the Contract of Conformity Evaluation CSD 05., of the document "Conformity Assessment Service: ISO 9001 Management System Certification – Basic Requirements" CSP 05A, and of the relevant economic quotation.

These requirements:

- refer only to the aspects specifically connected to the application field of the certification required;
- integrate the ones indicated in the document CSP 05A. Therefore, if not expressly indicated in this document, refer to CSP 05A, of which this document is an additional appendix, while for different requirements, if any, attest those present in this document.

2. ASSESSMENT BASIC REQUIREMENTS

EN 9100: 2005 (and subsequent amendments) Quality System Management - Requirements (based on ISO 9001:2000). *The prescriptions listed in the standard are to be held as binding and applicable unless, with reference only to point 7 of the standard there are prescriptions relevant to management elements which are not pertaining to the nature of the activity of the client.* When applying to CERMET for the certification, the organisation must have already implemented and verified the correct implementation of all requirements indicated in the standard.

- TR 18 – Additional requirements for the assessment and the certification of Quality Management Systems for Aerospace organizations (these requirements are applicable only in Italy).

3. BASIC REQUIREMENTS RELATED TO THE PROCESS OF SUPPLYING THE ASSESSMENT SERVICE

3.0 Premise

The conformity assessment to the standard EN 9100 shall be oriented to the methodology of the risk assessment of processes.

The organization may decide to subcontract to external suppliers, integrally or in part, the typical company processes which impact on safety, reliability and aerial navigability of its products.

In this case the Organization shall establish (or approve, if they are established by the supplier) specific quality plans which give evidence of the analysis of the processes carried out at the supplier's site, of their relevant criticalities and of the controls planned to manage these criticalities.

The finished product may consist of parts which have been entirely purchased (which are the result of design and production processes, manufactured by other organizations which hold the know-how and the production competence).

In this case (purchase of parts to be incorporated into the finished product), the Organization shall evaluate its potentiality to influence the requirements of aerial navigability, safety and reliability and, if the case, it shall require to the suppliers the relevant declaration of conformity (see EN 45014, § 6 – i.e. the sector standards for the management of stamps) by establishing the incoming inspection criteria.

On the organization's request, after the service has been activated, it is possible to carry out a preliminary audit (optional audit) in order to evaluate the adequacy degree of the quality management system compared to the reference standard, with regard to the products/services for which the certification is required. The results of that check are expressed only in terms of non-conformities. They do not involve any notice by the organization to CERMET about the corrective actions that it intend to carry out, nor are they submitted any analyses for the certification.

3.1 Definitions

Provided that the classification of the comments described in the contract CSD 05 is correct, for the EN 9100 aerospace standard the following detail definitions are to be considered as valid:

NONCONFORMITY

The absence of, or the impossibility to implement and maintain one or more Quality System requirements, or a situation which, on the basis of the available objective evidences, arises justified doubts on the quality of the products/services supplied by the organization.

MAJOR NONCONFORMITY

The absence or the total lack of an element required by the Standard for the management of Aerospace Quality Systems, or any nonconformity whose effect is considered harmful to the integrity of the product or service.

MINOR NONCONFORMITY

An isolated anomaly of the system, or a conformity error with respect to a procedure of the standard for the Aerospace Quality Management Systems.

3.2 Certification Audit (CA)

At the end of the audit, the Audit Team gives a copy of the audit report to the client who undersigns it.

Once CERMET has received and analysed the audit report, it shall confirm to the client the audit result and shall give information of the activities which shall follow. In this phase CERMET may ask the client for integrations or changes which differ from what contained in the audit report handed over by the Audit Team.

An ISO 9100 certification cannot be issued until all nonconformities have been positively corrected by means of the analysis of their causes and the verification by CERMET of the relevant corrective actions.

The audit results are expressed also in scoring; this scoring are added to point a total scoring that is recorded in the audit report.

The certification according to the standard EN 9100 includes automatically the certification according to the standard ISO 9001 with reference to the scope that has been identified.

CERMET shall issue a certificate declaring the conformity to the standard EN 9100, and a certificate stating the conformity to the standard ISO 9001.

3.3 Surveillance audits (SA)

Following each audit and within one month from the surveillance activity¹, the data of the OASIS (Online Aerospace Supplier Information System) database and the score reached shall be updated by AIAD.

During the surveillance the score shall be attributed only to the assessed areas of the standard, using the aerospace report forms and check lists. The score of the areas that are not assessed shall remain unaltered.

If the score has not been attributed during the previous assessment, the scores of the non verified areas of the standard shall be calculated and attributed to the organization on the basis of the report of the previous audit.

After the surveillance audit, on receiving the audit report and after its analysis, CERMET will confirm to the client the audit results and the following actions. CERMET in such step should require any integration or modification in the audit report left by the Audit Team.

For any recorded minor non-conformity, the organization shall send to CERMET, the Corrective Action and the solution proposal within the established time.

In case of major non conformities, the evaluation of the relevant correction shall be verified according to the evaluation modalities decided by CERMET (inspection audit at the client's premises and/or by means of document records). Such evaluation shall be carried out within maximum 6 months from the last audit (CERMET may choose for closer times on the basis of the gravity recorded).

Upon expiry of the allowed maximum terms, if the reasons that justify the impossibility to carry out the audit do not affect the guarantee of conformity with the basic requirements, the certification can be suspended (cf. § 4); conversely, CERMET may cancel the contract (ref. Contract of Conformity Evaluation CSD 05).

3.4 Renewal audit (RA)

The findings of the recertification activities shall be also recorded in the OASIS database within a month from the recertification date.

After the renewal audit, once CERMET has received and analysed the audit report, it shall confirm to the client the audit result and shall inform him about the activities which follow. In this phase @ may ask the client for integrations or changes which differ from what contained in the audit report handed over by the Audit Team.

The client shall send CERMET, within the foreseen due dates, a resolution proposal and the corrective actions to all non conformities recorded.

In case of major non conformities, the evaluation of the relevant correction shall be verified according to the evaluation modalities decided by CERMET (assessment at the client's premises and/or by means of document records).

Should this not be possible, CERMET shall decide for the suspension of the certification (see § 4). In case of very serious situations CERMET may decide to rescind the contract (see Contract of Conformity Evaluation, CSD 05).

¹ The first SA date (i.e. the surveillance audit the follows the certification one) shall not exceed 12 months since the last day of the CA

4. SUSPENSION OR WITHDRAWAL OF THE CERTIFICATION

In case of withdrawal or suspension of the certification following a surveillance or a recertification audit, CERMET shall immediately inform the competent AIAD/CBMC with an "alert note".

5. USE OF THE CERTIFICATION MARK AND OF THE CERTIFICATE OF CONFORMANCE

Refer to the document of the ISO 9001 basic requirements CSP 05A CSP 09, with the following integration:

- The certification mark shall be reproduced together with the standard EN 9100:2005.
- The certification mark shall be reproduced together with the standard EN 9100 : 2005.
- To advertise the certification, the Organization may use the wording "*Organization with a Management System certified according to the standard EN 9100:2005*" (or similar), provided that it guarantees the respect of what indicated in this regulation and in the basic requirements CSP 05A, and commits itself not to give information which may create confusion or misunderstanding by the customers and final users.
- Organizations certified according to the standard EN 9100 may use also the AIAD logo on their headed notepaper and on other specific company documents and promotional material. The logo is copyrighted and can be used only to indicate that the organization is certified according to the standard EN 9100. The logo shall not be altered and shall be used in a way not to discredit the Aerospace Certification Scheme or the logo itself.

6. COMMITMENTS OF THE ORGANIZATION

In addition to what indicated in the contract CSD 05, the Organization commits itself to:

1. accept the presence of representatives of the competent Authorities and/or of the customer and/or of AECMA / AIAD, who may at any moment accompany the audit team as observers of the assessment process. When the customer or the representative of the Authority takes part to the assessment, the lead auditor has the right to include or not in his report any comment made by the representative;
2. accept the right of the aerospace manufacturers to inform CERMET of the claims, disputes and complaints, about the quality of supplies and/or the Organizations' output products. CERMET shall send to the Italian accreditation body, SINCERT, a short communication relevant to those claims and to the actions taken by the Organization to monitor their management. Likewise SINCERT shall keep informed CBMC about these events and about their management in order to allow their monitoring.