

AEROSPACE TRANSFER GUIDE



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Did you know you can transfer your AS certification at any point during your registration cycle?

Any organization wishing to transfer their existing AS certification with another certification body to NQA would be required to provide certain documentation.

NQA would need the following:

- A copy of the organization's existing certificate issued by an accredited Certification body
- A previous audit report including outstanding non-conformances & associated corrective actions dating back to either the initial registration assessment or the last re-assessment
- Outstanding customer complaints received and action taken
- Reasons for seeking transfer

Subsequent to the receipt of the above documentation, an NQA auditor will perform an onsite transfer audit to verify closure of any previous corrective actions, ensure the continued effectiveness of the quality management system and validate its adherence to the requirements of the applicable aerospace standard.

Following the successful completion of the review and audit, the organization will be awarded an NQA Aerospace certificate with an expiry date corresponding to the certificate issued by their current certification body.

Please note:

1. Future audits will generally be conducted in line with the pre-existing schedule moving forward.
2. The transfer process cannot be a part of the regular visit.
3. Transfers within 12 months from the certificate expiry date will require 2 separate onsite visits, which will have to be followed by a recertification audit.

NQA can certify your organization to:

- **AS9100:2016/AS9100D** - for organizations that design and manufacture products for the aerospace industry.
- **AS9110:2016/AS9110C** - for repair stations of commercial, private, and military aircrafts. This standard is offered by our US office only, with ANAB accreditation.
- **AS9120:2016/AS9100B** - for stockists and distributors of parts to manufacturers that supply the aerospace industry.

We have certified a wide range of suppliers and innovators in the sector including industry leaders such as NASA, Boeing, Raytheon, Lockheed Martin, L3 Communications and the European Space Agency.

NQA's approach is pragmatic and supportive whilst meeting the rigorous technical demands and integrity of accredited certification.



What about the transition process?

The aerospace standard AS9100 was published on 20th September 2016. AS9120 and AS9110 were also published in November 2016.

When you transfer your organization's certification to NQA it will not be possible to transition to the new standard at that point, as the certification will need to transfer like for like.

NQA is advising the customers to go ahead with transition as soon as possible at their nearest regular visit, this is due to extremely short transition period - with end date of June 2018.

Please note: within the aerospace industry, no initial surveillance or recertification audits shall be started to the previous versions of the AQMS standards after 15th June 2017.

The aerospace standards will have the same deadline for transition as the ISO 9001:2015 standard which is September 2018. Therefore the "three year" transition will actually be less than 18 months for aerospace companies.

An aerospace company should not transition any aspect or process of their quality system to the ISO 9001:2015 requirements without fully understanding the impact AS91XX:2016 may have.

The new version of AS91XX:2016 re-introduces some of the requirements that were removed by ISO 9001:2015. This includes the requirement to have a management representative and have a documented quality system.

Step by Step Transfer Process

It is a simple 6 step process to transferring your certification to NQA and it can take as little as 1 week. Follow these steps to ensure a quick and easy transfer to NQA:

1. Contact NQA to discuss your transfer requirements with one of our Business Development Advisors either email us: **sales@nqa.com** or call us on **0800 052 2424 (option 2)**
2. Download and complete the Quote Request Form and return with the following required documentation:
 - Current valid certificate from a UKAS Accredited CB
 - Audit reports dating back to the last recertification year
 - Evidence of closure of any non-conformances
 - Existing schedule of days
3. You will receive a proposal for the transfer of your certification and the ongoing programme for either the next 3 year cycle (if transferring during a recertification year) or for the remainder of the 3 year cycle. Please sign and return this proposal to begin the transfer process.
4. NQA will then have to conduct an on-site transfer visit to confirm the validity of the certification being transferred.
5. NQA will issue a certificate to you with an expiry date that is aligned with your current certification requirements. We will then pick up the existing surveillance programme and complete all audits going forward.
6. Finally, NQA will inform your current Certification Body of the transfer being completed.

Please note some Certification Bodies may charge a cancellation fee, so please check your terms and conditions carefully prior to making any decision.

Download a copy our AS Series Key Changes document by following this link:
www.nqa.com/certification/standards/as-standards



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