|  |  |
| --- | --- |
| This questionnaire enables BSI to provide you with the best service to meet your Aviation, Space and Defence (ASD) registration needs while meeting the Accreditation Body and ASD scheme requirements.    Please contact your Sales Representation for any assistance in completion this questionnaire. Technical Experts are also available to discuss or explain any scheme certification requirements.  **Form Instructions**    To complete this form, tab to move through the fields and type within the boxes.  Certificate Transfers  Complete section 1, 4 & 5 only and email current certificate along with latest certificate decision (Initial/Recert/Special) assessment report  Extension to Scope & Site Additions  Complete changes / deltas only | **BSI Group**  Kitemark Court  Davy Avenue, Knowlhill  Milton Keynes, MK5 8PP  United Kingdom  Tel: +44 845 080 9000  bsigroup.co.uk  **BSI Group America Inc.**  12950 Worldgate Drive  Herndon, VA 20170  United States  Tel: (703) 437-9000  bsiamerica.com  **BSI Group Deutschland GmbH**  Hanauer Landstraße 115  60314 Frankfurt  Germany  Tel: +49 69 2222 8 9258  www.bsigroup.de |

**SECTION 1: Central function (HQ) Site Information**

|  |  |
| --- | --- |
| **Purpose of the application:** Please Select  **Comments**:  **Transfers Only** – Please provide the reason for seeking transfer: | |
| **Company Name:**  (Legal Registered Name to be listed on the certificate)    **Other Name(s):**  (If Applicable - Division / Trading Name to be listed below the company legal name on the certificate)    **Number of Locations to be Certified:**  **Website:**  **Select the Certification Structure:** Please Select  *Note: For initial certification please complete our certificate structure checklist in appendix (A) with support from our Sales Representative to determine your organisation structure per AS/EN 9104-001.*  **Existing OASIS OIN** (if applicable)**:**    **EA scopes** *Refer to appendix (B)* **:** | **Primary Contact:**  Name:  Title:  Phone:  Email:  **Alternate Contact:**  Name:  Title:  Phone:  Email: |
| **Select the Aerospace Standard(s) for certification:**  AS9100D / EN9100 :2018  AS9110C / EN9110 :2018  AS9120B / EN9120 :2018  **Level of QMS Integration** *(only if applying for more than one Aerospace standard):*  Fully Integrated (>85%)  Partially Integrated (50-80%)  Not Integrated (<50%) | List any certifications to other standards that the organisation currently holds:    What other areas of your business could benefit from certification:    What other standards / regulations would you like more information on: |

**SECTION 2: Certificate Site Locations & Scope**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposed / Existing Scope of Certification** (scope statement to be shown on the certificate): | | | | | | | | | | |
| **#** | **Site Name, Address & Language** (if English is not possible) | **Site Contact** (Name, Title, Email, Phone - if different to page 1) | **Site Scope / Activities** | **Total Site Employees in the certified scope** (Both direct and indirect) | | | **Shift Working**  (Please indicate working hours per site) | | | |
| **Full Time** | **Part Time** | **Temps** | **Early** | **Days** | **Late** | **Night** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| *Notes:*   * *Location 1 is the Central Function per AS/EN 9104-001 and is the controlling location of the QMS* * *Total Site Employee count includes all Fulltime, Part-time, and Temporary staff involved with the certificate activities including support processes (Sales, Management, Administration, Human Resources, IT, etc.)* | | | | | | | | | | |

**SECTION 3: QMS Processes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Processes**  Provide the primary processes and identify site applicability  (*e.g. Sales, Design, Purchasing, Manufacturing, etc.)* | **Site** *(as per section 2)* | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Site Activities** *(select applicability for each location)* | | | | | | |
| Quality Management System Documentation Control |  |  |  |  |  |  |
| Human Resources |  |  |  |  |  |  |
| Purchasing |  |  |  |  |  |  |
| Customer Related Processes (i.e. order processing) |  |  |  |  |  |  |
| **Site Complexity***(select applicability for each location)* | | | | | | |
| System covers highly complex processes or relatively high number of unique activities |  |  |  |  |  |  |
| Flight safety critical/high risk products or services  (Where failure of the product or service causes economic catastrophe or puts life at risk) |  |  |  |  |  |  |
| Very large site for the number of personnel |  |  |  |  |  |  |
| Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently) |  |  |  |  |  |  |
| Regulatory approvals i.e. EASA pt 145, pt 21 g/j etc |  |  |  |  |  |  |
| Other reasons/additional explanation (please state) |  | | | | | |
| **Access and Impartiality** | | | | | | |
| Q1. **Export Regulations** – Are any of the processes operated by your organisation on this site subject to International Traffic and Arms Regulations (ITAR), Export Administration Regulations (EAR), or any other export regulations? If yes, please list these and provide any access requirements: | | | | | | |
| Q2. **Restricted Access** – Are there any processes within the organisation that cannot be observed by the audit team due to restrictive, security program or confidentiality requirements? If yes, please explain:    **NOTE:** *These processes / areas may only be included in the scope of certification if proven to be similar to other processes that were audited with the same quality management system procedures and controls are invoked.* | | | | | | |
| Q3. **Consultants** - Please list any consultants that have been used to develop, implement or operate your system. Include their name/company, explain their role(s) and if it will be any on-going activity. | | | | | | |

**SECTION 4: Special and Outsourced Processes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Special Processes**  Any Process where the resulting output where cannot be verified by subsequent monitoring or measurement.  (Example: NDT, Chemical Treatment, Heat Treatment, Welding, Painting, Unconventional Machining, etc.) | **Site** *(as per section 2)* | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Outsourced Processes**  List any processes that are outsourced to external providers. The organisation is responsible for the conformity of all externally provided processes, products, and services, including from sources defined by the customer. | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |

**SECTION 5: Declaration by the Organisation**

|  |
| --- |
| I confirm that I am the authorised representative of my organisation and that the above information is correct to be used for the purposes of a quotation  Name:        Position / Title:  Date of Declaration: |

*BSI thanks you for the interest you have shown and this service opportunity*

**Appendix A: Certificate Structure Checklist**

This checklist serves as a guide to determine the appropriate Certification Structure outlined in Aerospace Standard AS9104/1.

*1) Check all questions that apply to your site as Y (Yes) if they apply or N (No) if not.*

*2) If all questions in any section are Yes then that is most likely the certificate structure appropriate for your organisation*

*3) Note most organisations normally qualify for only one Certification Structure type. The only exception is an organisation with a Complex Certification Structure.*

|  |  |  |
| --- | --- | --- |
| **Single Site** | **Y** | **N** |
| A stand-alone self-supporting organisation, with no value stream dependencies from related companies, and operation under the same quality management system, and located at a single address? |  |  |

*If answered N (No) to the above proceed below:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The following 4 criteria must be fulfilled for all non single certification structures:** | | | | | | | | | | | **Y** | **N** |
| Have a legal or contractual link to the central office with all of its sites | | | | | | | | | | |  |  |
| Have one quality management system with central control, management review, and internal audit | | | | | | | | | | |  |  |
| Have a central office that can require other sites to implement corrective action | | | | | | | | | | |  |  |
| Have central collection and analysis of data, with the ability to initiate actions at all sites | | | | | | | | | | |  |  |
| **Multiple Sites** | **Y** | **N** | **Campus** | | **Y** | **N** | **Several** | **Y** | **N** | **Complex** | **Y** | **N** |
| Comply with IAF MD 1, "Multi-site Organisation" definition and eligibility requirements |  |  | Have outputs from one site that are an input to another site to realise the final product or service; a single value stream | |  |  | Have processes at each of the sites that are not substantially similar (i.e. <80% similar) |  |  | Have an overall structure that contains combinations of multiple sites, campus, or several sites |  |  |
| Have all quality management system processes at all sites being substantially the same (i.e., >80%) and operated to the same methods and procedures |  |  | Have dissimilar processes at different sites or combination of sites that contribute to the same overall product or service | |  |  | Have processes that may be operated to the same or different methods and procedures that are controlled through one common quality management system |  |  | Have one address per site and campus |  |  |
| Some sites may conduct fewer processes than others. |  |  | Have more than one product or service that may be realised provided they are substantially (i.e. > 80%) the same (e.g., a family of products) and realised through the same methods and procedures | |  |  | Have sites that realise different products or services |  |  | NOTE: IAQG OPMT approval required (for selection and justification, audit program, audit duration, sampling plan) | | |
| Have one address per site |  |  | Have one address per site for each site included in the campus | |  |  | Have one address per site |  |  |
| **Supporting comments and justification:**  *Please provide any additional pertinent information pertaining to your organisation and its arrangement to substantiate your structure determination examples include value stream maps, process maps and diagrams.* | | | |  | | | | | | | | |

**Appendix B: EAC Certificate Scopes**

In order for us to categorise your organisation correctly please confirm and select one or more code using the table below. Please consult your BSI Sales Representative to discuss further if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **EAC Code** | **Code Sub Section** | **Scope Description** | **Selection** |
| 04 |  | Textiles and textile products |  |
| 05 |  | Leather and leather products |  |
| 06 |  | Wood and wood products |  |
| 12 |  | Chemicals, chemical products and fibre’s |  |
|  | 12.1 | Manufacture of chemicals and chemical products except industrial gases and explosives. |  |
|  | 12.2 | Manufacture of industrial gases. |  |
|  | 12.3 | Manufacture of explosives. |  |
| 14 |  | Rubber and plastic products |  |
| 15 |  | Non-metallic mineral products |  |
| 17 |  | Basic metals and fabricated metal products |  |
|  | 17.1 | Manufacture of basic metals. |  |
|  | 17.2 | Manufacture of fabricated metal products, except machinery and equipment, steam generators, weapons and ammunition. Repair of fabricated metal products. |  |
| 18 |  | Machinery and equipment |  |
|  | 18.1 | Manufacture of machinery and equipment. Manufacture of military fighting vehicles. Repair of machinery. Installation of industrial machinery and equipment. |  |
|  | 18.2 | Manufacture of weapons and ammunition. |  |
| 19 |  | Electrical and optical equipment |  |
|  | 19.1 | Manufacture of computer, electronic and optical products except irradiation, electro-medical and electrotherapeutic equipment, optical instruments and photographic equipment. Manufacture of electrical equipment except wiring and wiring devices. Repair of electronic and optical equipment. Repair of electrical equipment. Repair of computers and communication equipment. |  |
|  | 19.2 | Manufacture of wiring and wiring devices. |  |
| 21 |  | Manufacture of Aircraft |  |
| 31 |  | Transport, storage and communication |  |
| 33 |  | Information technology |  |
| 34 |  | Engineering services |  |
|  | 34.1 | Architectural and engineering activities. Scientific research and development. Other professional, scientific and technical activities. |  |
|  | 34.2 | Technical testing and analysis. |  |
| 37 |  | Education |  |
|  |  | Other: (Please explain) |  |