

Aviation, Space & Defense (ASD) Planning Questionnaire Revision 7 (October 2018)

This questionnaire enables BSI to provide you with the best service to meet your Aviation, Space and Defense (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
Extension to Scope & Site Additions – Complete changes / deltas only

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SECTION 1: Central function (HQ) Site Information

<p>Purpose of the application:</p> <p>Comments:</p> <p>Transfers Only – Please provide the reason for seeking transfer:</p>	
<p>Company Name: (Legal Registered Name to be listed on the certificate)</p> <p>Other Name(s): (If Applicable - Division / Trading Name to be listed below the company legal name on the certificate)</p> <p>Number of Locations to be Certified:</p> <p>Website:</p> <p>Select the Certification Structure: <i>Note: Form PF002 is completed with your Sales Representative to validate the structure per AS/EN 9104-001.</i></p> <p>Existing OASIS OIN (if applicable):</p>	<p>Primary Contact:</p> <p>Name:</p> <p>Title:</p> <p>Phone:</p> <p>Email:</p> <p>Alternate Contact:</p> <p>Name:</p> <p>Title:</p> <p>Phone:</p> <p>Email:</p>
<p>Select the Aerospace Standard(s) for certification:</p> <p><input type="checkbox"/> AS9100D / EN9100 :2018</p> <p><input type="checkbox"/> AS9110C / EN9110 :2018</p> <p><input type="checkbox"/> AS9120B / EN9120 :2018</p> <p>Level of QMS Integration (only if applying for more than one Aerospace standard):</p> <p><input type="checkbox"/> Fully Integrated (>85%)</p> <p><input type="checkbox"/> Partially Integrated (50-80%)</p> <p><input type="checkbox"/> Not Integrated (<50%)</p>	<p>List any certifications to other standards that the organization currently holds:</p> <p>What other areas of your business could benefit from certification:</p> <p>What other standards / regulations would you like more information on:</p>

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SECTION 2: Certificate Site Locations & Scope

Proposed / Existing Scope of Certification (scope statement to be shown on the certificate):

#	Site Name & Address	Site Contact (Name, Title, Email, Phone)	Site Scope / Activities	Total Site Employees	Shift Times	Language
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.)*

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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
1.	<input type="checkbox"/>					
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Activities (select applicability for each location)						
Quality Management System Documentation Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Related Processes (i.e. order processing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory approvals i.e. EASA pt 145, pt 21 g/j etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and Impartiality						
<p>Q1. Export Regulations – Are any of the processes operated by your organization 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:</p>						
<p>Q2. Restricted Access – Are there any processes within the organization that cannot be observed by the audit team due to restrictive, security program or confidentiality requirements? If yes, please explain:</p>						
<p>NOTE: These processes / areas may only 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.</p>						
<p>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.</p>						

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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
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outsourced Processes List any processes that are outsourced to external providers. The organization is responsible for the conformity of all externally provided processes, products, and services, including from sources defined by the customer.						
1.						
2.						
3.						
4.						
5.						

SECTION 5: Declaration by the Organization

I confirm that I am the authorized representative of my organization 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