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 with Probitas Authentication.

Probitas
Authentication
10-25-2022

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 (CPD) 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. Requests for an extension beyond the authentication expiration date will not be granted.

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

WEBSITE:
Go to the following: https://www.sae-itc.com/probitas-authentication

HOW TO ACCESS YOUR EXISTING ACCOUNT

Click on the [Login] tab located below the picture on the home page.

Select My Account Login. You will then be taken to the login page where you can enter your existing login information.

YOUR ACCOUNT PAGE

From your account page, you will see your current auditor authentications. To begin your re-authentication application, select the [Recertifcation] button.
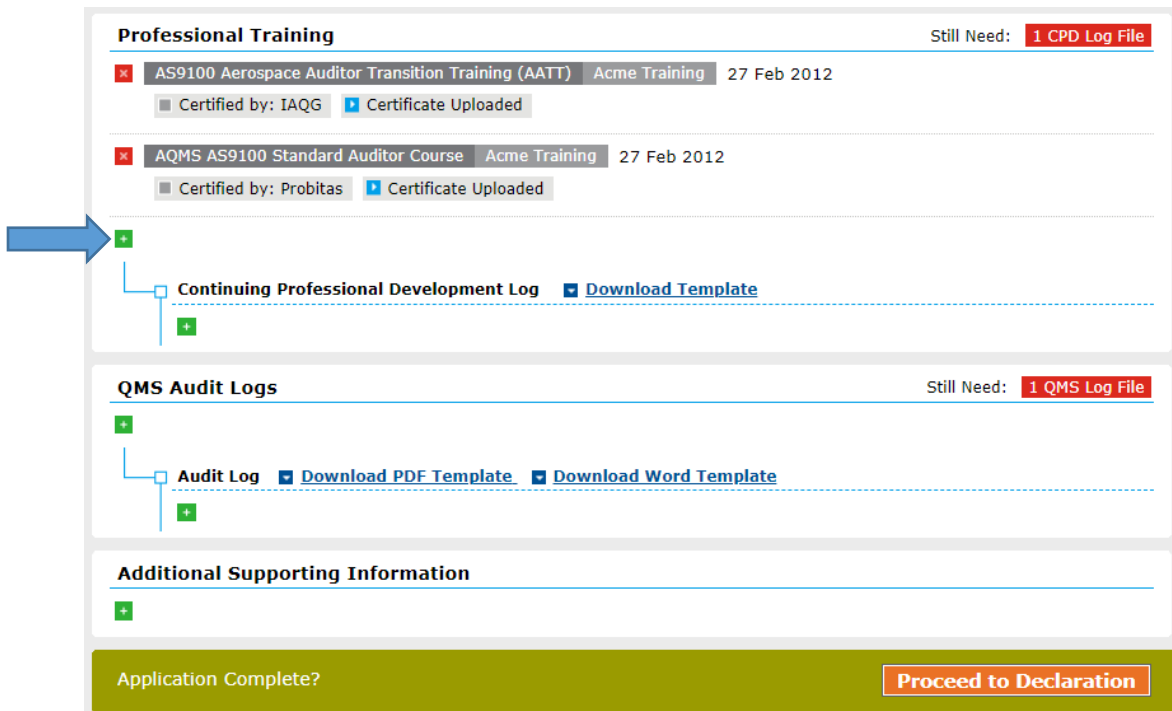

You will then be taken to the Application Page. At a minimum, you will need to upload a CPD Log and Audit Log.

To upload your CPD Log, select [+] under Continuing Professional Development.

YOUR APPLICATION PAGE

To upload training certificates as evidence of CPD, select under Professional Training.

Example of pop-up to upload CPD log

Select file from your computer

Click

YOUR APPLICATION PAGE

To upload your Audit Log, select ➕ under QMS Audit Logs.

IMPORTANT REMINDERS

The CPD requirement is 15 hours over the previous 3 years. Examples of CPD include transition training, training received from Certification Bodies, RMC Auditor Workshop, and other structured learning activities.

The Audit requirement is 4 aerospace audits conducted over the previous 3 years. The audits can be 2nd or 3rd party audits. There is no minimum number of audit days. Your audit report from OASIS is an acceptable means to provide evidence of audits.
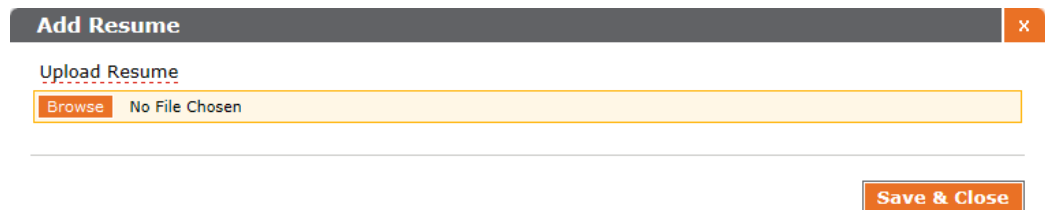
After entering or uploading information and documents, be sure to select **Save & Close**
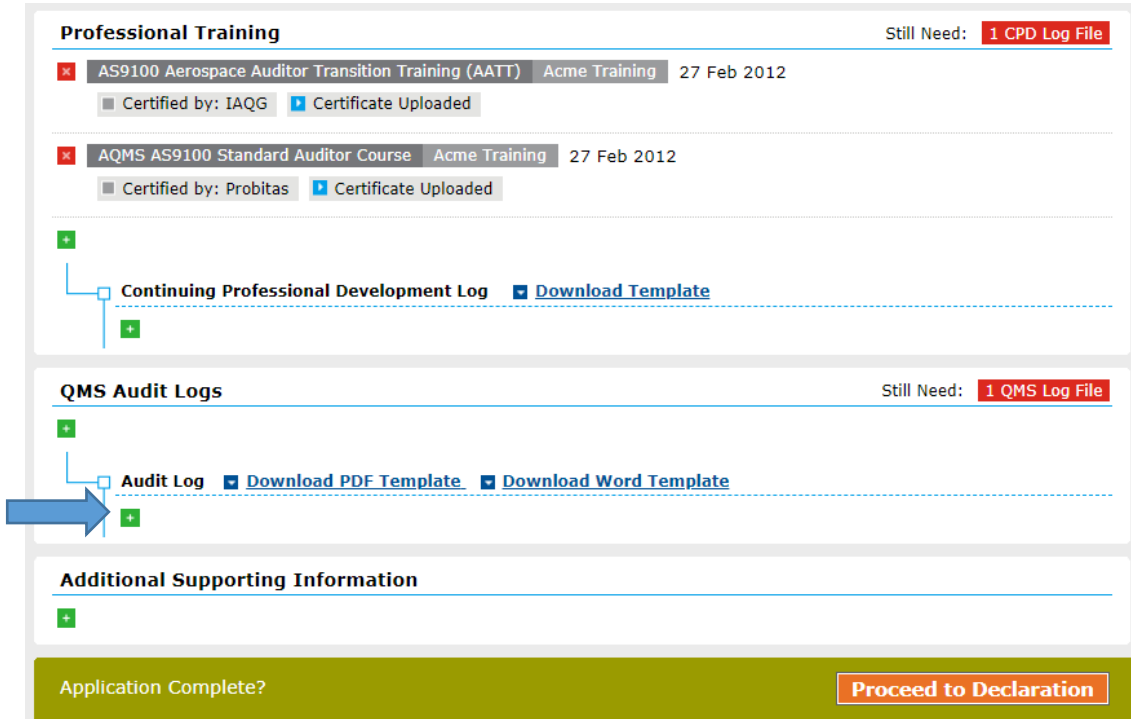
or **Save & Add Another Item**

To edit information, click on item to be edited. To delete information or documents, select the ✖ next to the item to be deleted.

If you have questions or run into difficulties uploading information, feel free to contact Probitas staff at probitas@sae-itc.org .
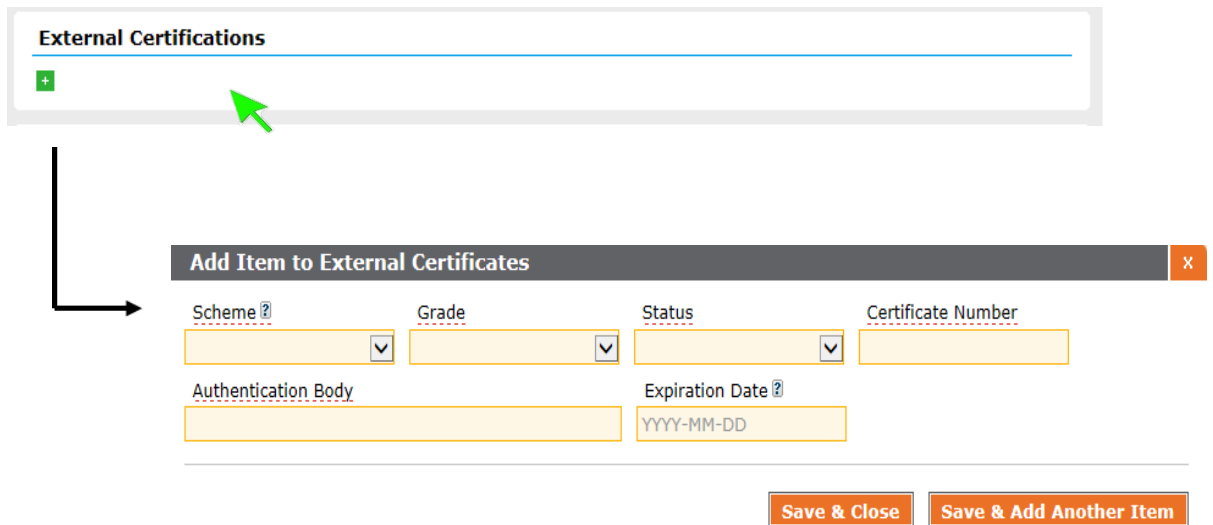
Example - Upload Resume:

- o **+** Click under Resume, located under work experience

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 De [+] opment 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:

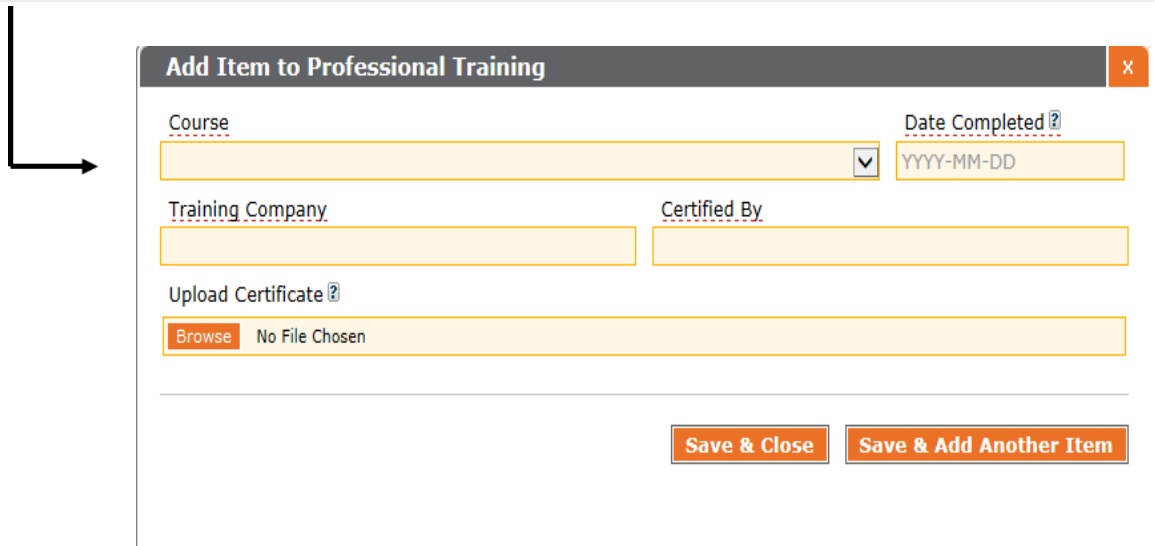o   Click   under Continuing Professional Development Log
o   Doubl ➕ ick Browse
o   Upload File from your computer by double-clicking file from your computer
o   Select Save & Close

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 uplo ➕ he 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   ➕ ider Continuing Professional Development Log
o   Double Click Browse
o   Upload File from your computer by double-clicking file from your computer
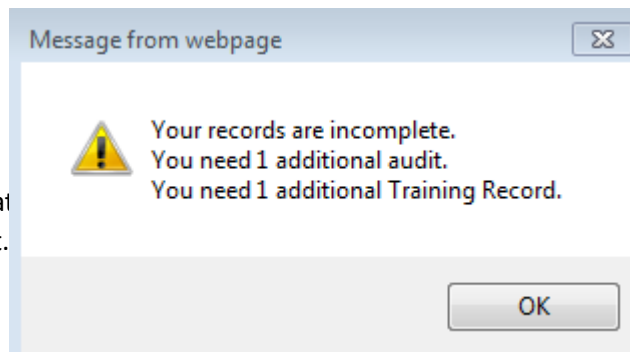o   Select Save & Close

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 Declarat   claration 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:**
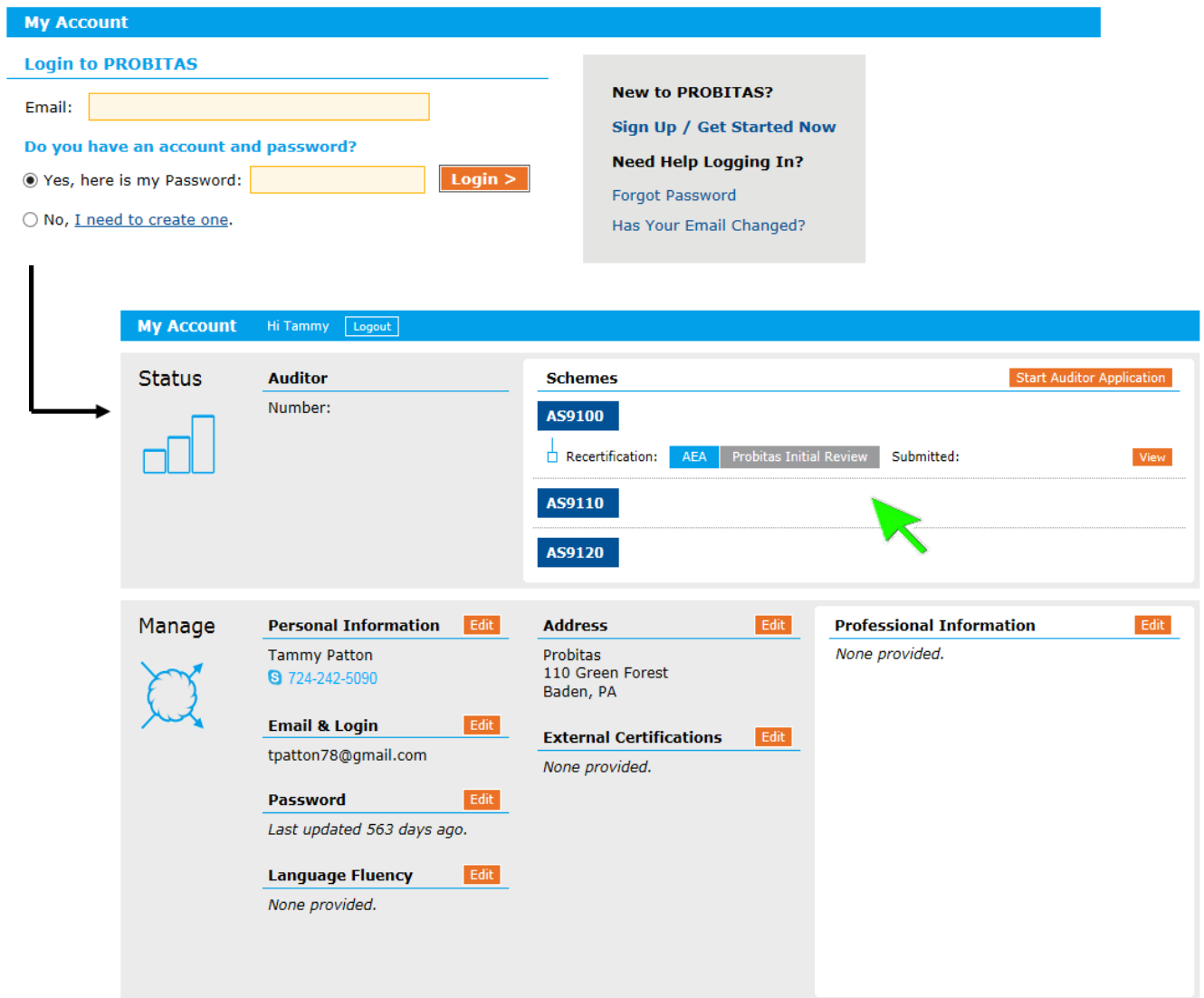

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If you have already provided payment, your application review will begin as soon as possible. If you have opted to make other arrangements for payment, the application review will begin as soon as payment is verified.

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

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- **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.

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