



AQMS AUDITOR AUTHENTICATION BODY

RE-

# 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  
3-20-2019

## 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.

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>

The screenshot displays the SAE ITC website. At the top left is the SAE ITC logo with the tagline "An SAE International Affiliate". To the right are navigation links: "Why SAE ITC", "Resources", "Industry Impact", and "Contact Us". Below the header is a banner for "Probitas Authentication" featuring images of an aircraft engine, a gear, and a circuit board. The main content area includes a photo of a man presenting to a group in a meeting. To the right of the photo is a "Benefits of SAE ITC" section with a list: Administrative & Legal, Strategy & Operations, Marketing & Events, Standards & Data, and Launch Initiative. Below the photo is a navigation menu with links: About, Auditors, Programs, DPRV Personnel, News, Contact, and Login. The "About Probitas Authentication™" section contains a list of links: Introduction, Principles, Standards, and FAQs. On the right side, there is a "Programs" section listing three programs: AESQ (Aerospace Engine Supplier Quality), ASPQP (Aerospace Standards and Part Qualification Program), and ARINC IA (ARINC Industry Activities), each with a "More Information" link.

## HOW TO ACCESS YOUR EXISTING ACCOUNT

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

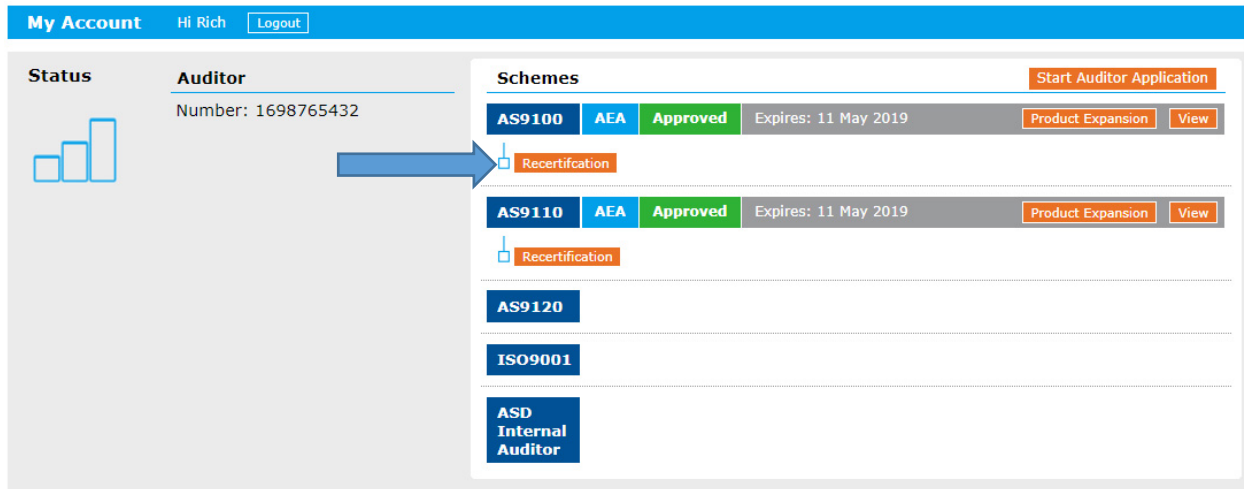
The screenshot shows the SAE ITC website home page. At the top left is the SAE ITC logo with the tagline "An SAE International Affiliate". To the right are navigation links: "Why SAE ITC", "Resources", "Industry Impact", and "Contact Us". Below the logo is a banner for "Probitas Authentication" featuring images of an engine, a person, and a circuit board. A central image shows a man presenting to a group of people in a meeting. Below this image is a navigation menu with tabs: "About", "Auditors", "Programs", "DPRV Personnel", "News", "Contact", and "Login". A blue arrow points to the "Login" tab. Under the "Login" tab, there are two links: "Account Login" and "My Account Login". To the right of the navigation menu are two sections: "Benefits of SAE ITC" with a list of categories (Administrative & Legal, Strategy & Operations, Marketing & Events, Standards & Data, Launch Initiative) and "Programs" with three entries: AESQ (Aerospace Engine Supplier Quality), ASPQP (Aerospace Standards and Part Qualification Program), and ARINC IA (ARINC Industry Activities). Each program entry includes a logo and a "More Information" link.

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

The screenshot shows the "My Account" login page. At the top is a blue header with the text "My Account". Below the header is a section titled "Login to PROBITAS". There is an "Email:" label followed by a text input field. Below that is the question "Do you have an account and password?". There are two radio button options: "Yes, here is my Password:" followed by a text input field and a "Login >" button, and "No, [I need to create one.](#)". To the right of the login form is a grey box with the heading "New to PROBITAS?" and three links: "Sign Up / Get Started Now", "Need Help Logging In?", "Forgot Password", and "Has Your Email Changed?".

## YOUR ACCOUNT PAGE

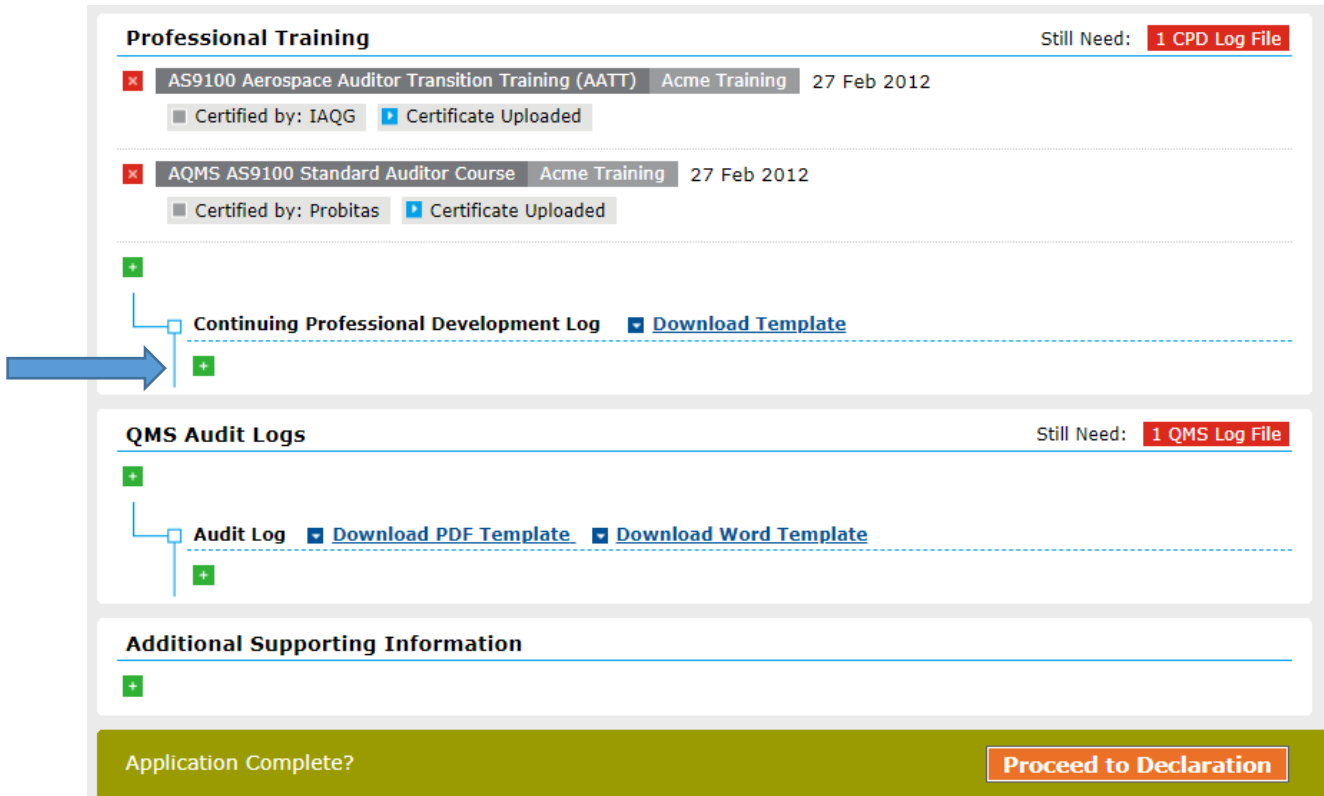
From your account page, you will see your current auditor authentications. To begin your re-authentication application, select the **Recertification** button.



The screenshot shows the 'My Account' page with a blue header containing 'My Account', 'Hi Rich', and a 'Logout' button. The main content area is divided into three sections: 'Status' with a bar chart, 'Auditor' with the name 'Number: 1698765432', and 'Schemes'. The 'Schemes' section contains a table of auditor schemes. The first two rows are for 'AS9100 AEA Approved' with an expiration date of '11 May 2019'. Each row has a 'Recertification' button. A blue arrow points to the 'Recertification' button in the first row. Other schemes listed include 'AS9120', 'ISO9001', and 'ASD Internal Auditor'. A 'Start Auditor Application' button is located at the top right of the 'Schemes' section.

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

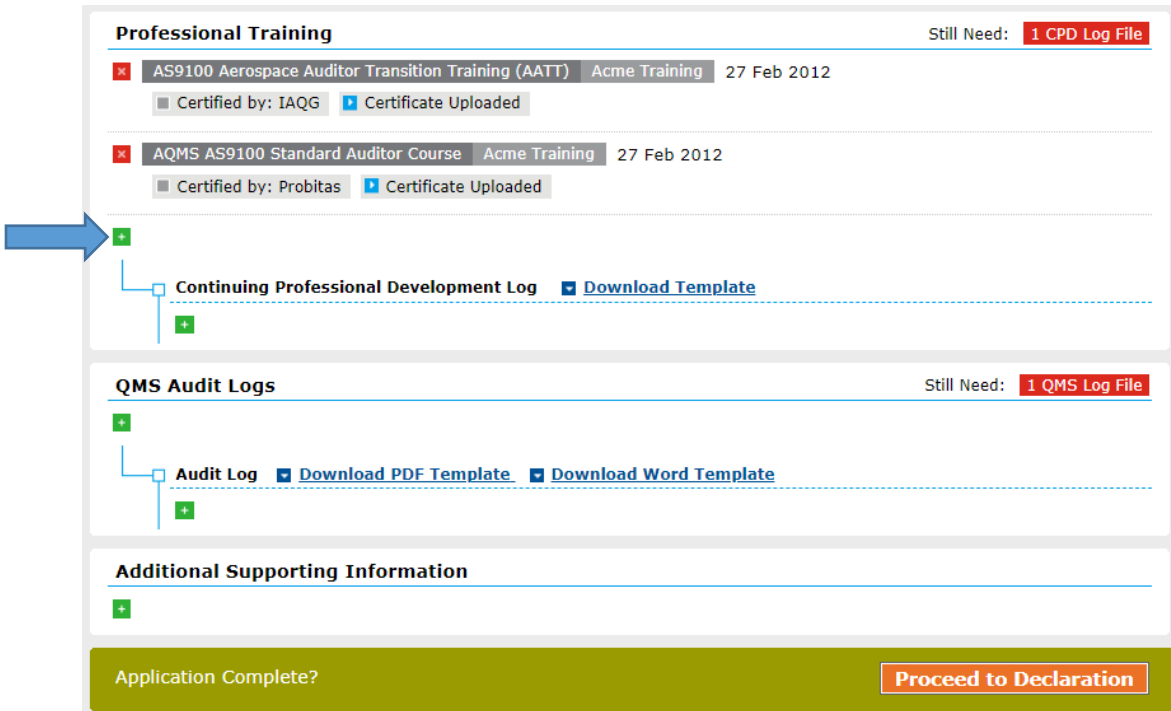
To upload your CPD Log, select **+** under Continuing Professional Development.



The screenshot shows the 'Professional Training' section with a 'Still Need: 1 CPD Log File' indicator. It lists two training courses: 'AS9100 Aerospace Auditor Transition Training (AATT)' and 'AQMS AS9100 Standard Auditor Course', both from 'Acme Training' on '27 Feb 2012'. Each course has a 'Certified by' field and a 'Certificate Uploaded' button. Below the training list is a 'Continuing Professional Development Log' section with a '+' icon and a 'Download Template' button. A blue arrow points to the '+' icon. The 'QMS Audit Logs' section has a 'Still Need: 1 QMS Log File' indicator and an 'Audit Log' section with '+' and 'Download PDF Template' and 'Download Word Template' buttons. The 'Additional Supporting Information' section has a '+' icon. At the bottom, a green bar contains the text 'Application Complete?' and a 'Proceed to Declaration' button.

## YOUR APPLICATION PAGE

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



**Professional Training** Still Need: **1 CPD Log File**

AS9100 Aerospace Auditor Transition Training (AATT) Acme Training 27 Feb 2012  
 Certified by: IAQG  Certificate Uploaded

AQMS AS9100 Standard Auditor Course Acme Training 27 Feb 2012  
 Certified by: Probitas  Certificate Uploaded

**Continuing Professional Development Log**  [Download Template](#)

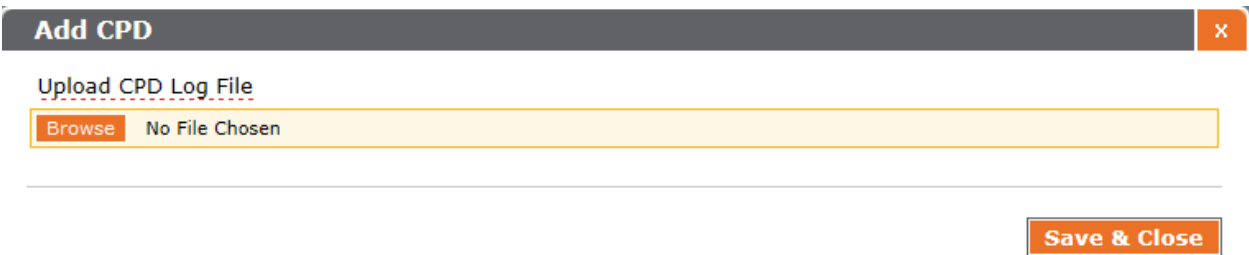
**QMS Audit Logs** Still Need: **1 QMS Log File**

**Audit Log**  [Download PDF Template](#)  [Download Word Template](#)

**Additional Supporting Information**

Application Complete?

Example of pop-up to upload CPD log



**Add CPD**

Upload CPD Log File


No File Chosen

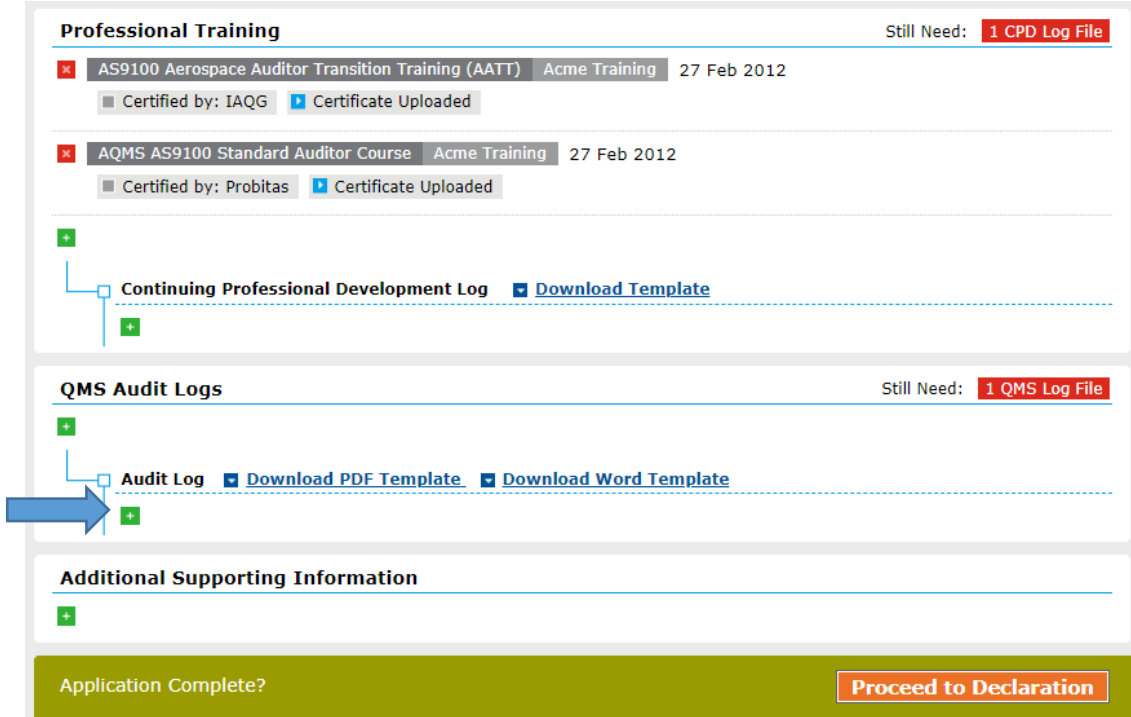
Click on

Select file from your computer

Click

## YOUR APPLICATION PAGE

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



The screenshot shows a web interface with three main sections:

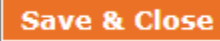

- Professional Training**: Still Need: 1 CPD Log File. It lists two training items: "AS9100 Aerospace Auditor Transition Training (AATT)" and "AQMS AS9100 Standard Auditor Course". Each item has a "Certified by" field and a "Certificate Uploaded" button.
- QMS Audit Logs**: Still Need: 1 QMS Log File. It features a "Continuing Professional Development Log" section with a "Download Template" link. Below it, the "Audit Log" section has "Download PDF Template" and "Download Word Template" links. A blue arrow points to the "Audit Log" text.
- Additional Supporting Information**: Contains a green plus icon for adding more information.


At the bottom, there is a green bar with the text "Application Complete?" and a "Proceed to Declaration" button.

## 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 2<sup>nd</sup> or 3<sup>rd</sup> 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  or .

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](mailto:probitas@sae-itc.org).

Example - Upload Resume:

- Click under Resume, located under work experience
- Double Click Browse

**Add Resume** x

Upload Resume

Browse No File Chosen

Save & Close

- Upload File from your computer by double-clicking file from your computer
- 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

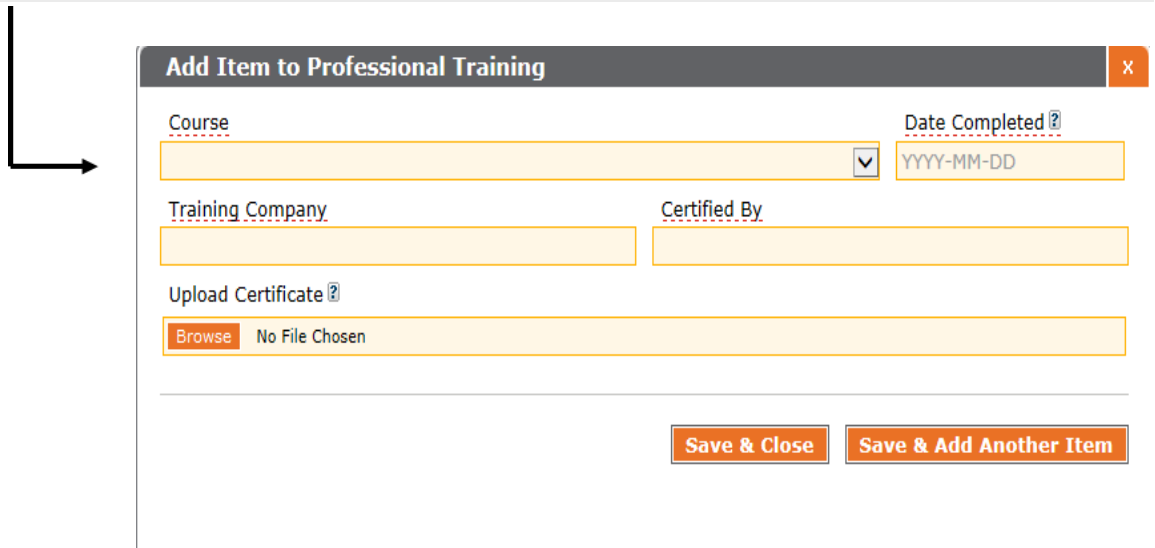


Upload CPD certificates by clicking the  under Professional Training. We need to view at least 2 certificates to verify hours.



**Professional Training** Still Need: **2 Training** **1 CPD Log File**

 **Continuing Professional Development Log** [Download Template](#)



**Add Item to Professional Training** X

Course Date Completed <sup>?</sup>

Training Company Certified By

Upload Certificate <sup>?</sup>

No File Chosen

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](#)





**Professional Training** Still Need: **2 Training** **1 CPD Log File**

 **Continuing Professional Development Log** [Download Template](#)

Please note we accept Exemplar’s Form. This can be uploaded by skipping Download template. Just click on  under Continuing Profession De



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 Double Click  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





Please note we accept Exemplar's Form. This can be uploaded by skipping Download template. Just click on  under AQMS Audit Log and upload  the Exemplar form from your computer.

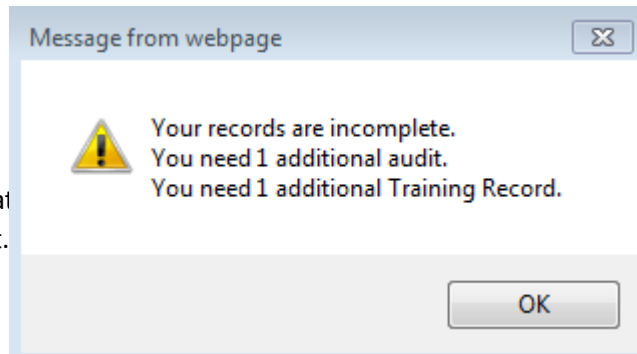
Save downloaded Probitas document to your computer and fill out all information. When finished, upload Audit Log by following these steps:

- o Click  under 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 Declaration Statements and click Proceed to Payment.

claration

I AGREE to the Declaration Statements

[Proceed to Payment](#)

### Example of Payment Screen:

**Auditor** Hi Jane [Logout](#)

**Recertification**

Jane Doe  
AS9100 AA  
19031236

Declaration  
 Payment  
 Receipt

**Bill To**

Name: Jane Doe Company: Acme Inc.  
Department: Quality Department Mail Stop: City: Pittsburgh  
Country: United States State / Province: Pennsylvania County:   
Street: 111 East Street Suite/Apt: Postal Code: 15000

**Payment**

Credit Card  
Card Number: Type: Expiration: CSC:   
 Mail Me An Invoice ?

**Order**

Item	Application ID	Scheme / Grade	Cost
Auditor Re-certification	19031236	AS9100 AA	\$245.00

Submissions are Final [Submit Application & Payment](#)

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:**

**Auditor** Hi Jane [Logout](#)

**Recertification**

Jane Doe  
AS9100 AA  
19031236

Declaration  
 Payment  
 Receipt

**Receipt**

**Order Number: 16663705**

Item	Application ID	Scheme / Grade	Cost
AS9100 AA CERTIFICATION Auditor Re-certification	19031236	AS9100 AA	

**Bill To**  
Jane Doe  
Acme Inc.  
111 East Street  
Pittsburgh, PA 15000

**Paid in Full**  
Order Date: 21 Jul 2014  
Payment Total: \$245.00  
Payment Option: Visa Credit Card

**Next**

**What to Expect**

Thank you for submitting your AQMS Auditor Recertification Application. 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 are recertifying for. The decision to grant or recertification 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. The general auditor authentication process that Probitas Authentication will follow is:

- **Probitas Initial Review:** Probitas Authentication reviews the application to confirm that the applicant complies with the recertification requirements of the certification scheme.
- **RMC Review:** If approved, Probitas Authentication will submit the auditor's recertification application to the IAQG RMS for recognition.
- **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:** Once approved, Probitas Authentication will ask you to read and sign the Code of Conduct.
- Your OASIS auditor number will then be updated to include new 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.

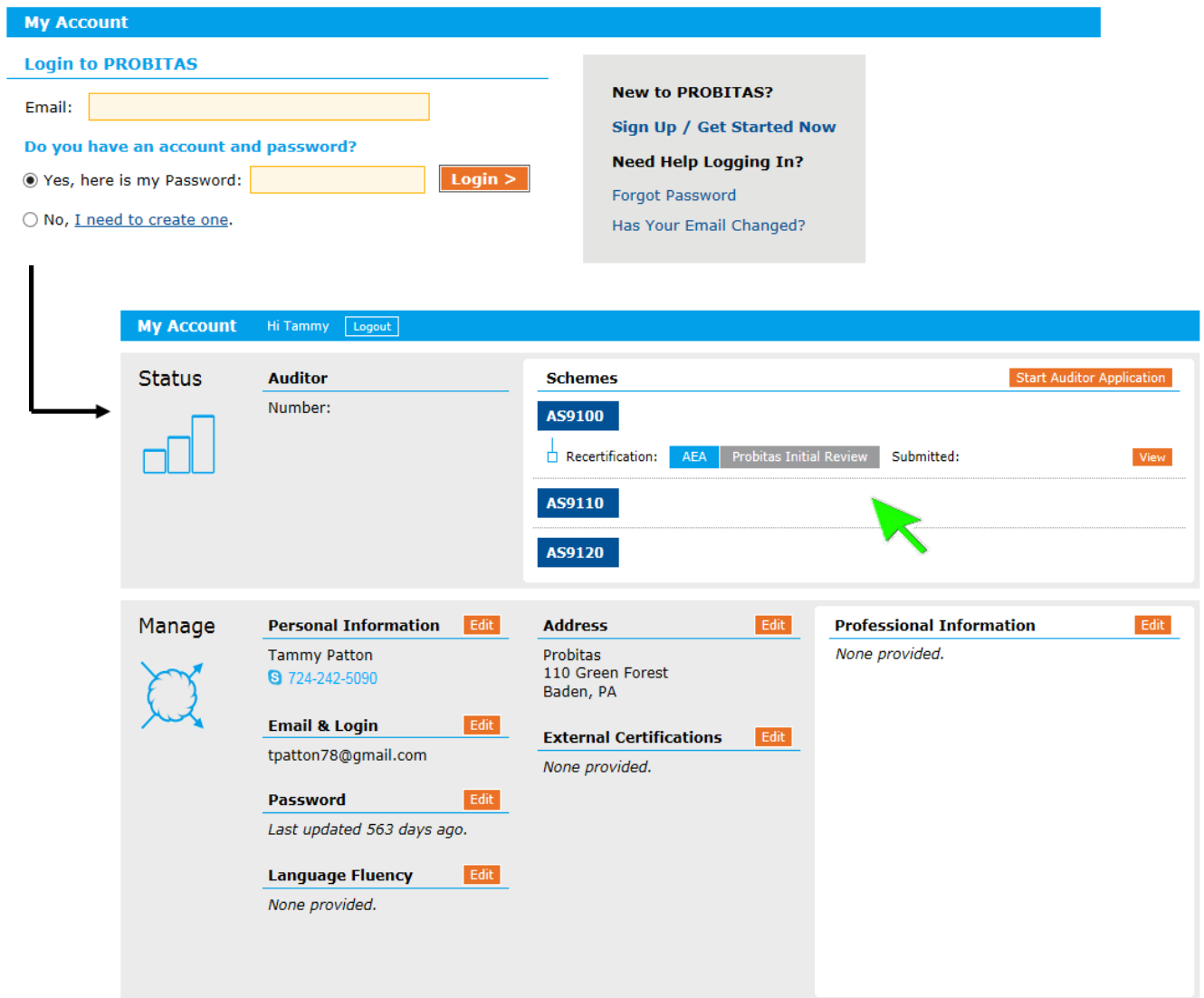
What t

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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  Enter email and password



**My Account**

**Login to PROBITAS**

Email:

**Do you have an account and password?**

Yes, here is my Password:  **Login >**

No, [I need to create one.](#)

**New to PROBITAS?**  
[Sign Up / Get Started Now](#)

**Need Help Logging In?**  
[Forgot Password](#)  
[Has Your Email Changed?](#)

**My Account** Hi Tammy [Logout](#)

**Status**

**Auditor**  
Number:

**Schemes** [Start Auditor Application](#)

**AS9100**  
Recertification: [AEA](#) [Probitas Initial Review](#) [Submitted](#) [View](#)

**AS9110**

**AS9120**

**Manage**

**Personal Information** [Edit](#)  
Tammy Patton  
724-242-5090

**Email & Login** [Edit](#)  
tpatton78@gmail.com

**Password** [Edit](#)  
Last updated 563 days ago.

**Language Fluency** [Edit](#)  
None provided.

**Address** [Edit](#)  
Probitas  
110 Green Forest  
Baden, PA

**External Certifications** [Edit](#)  
None provided.

**Professional Information** [Edit](#)  
None provided.

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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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USA

Phone: 724-772-7163

Email: [probitas@sae-itc.org](mailto:probitas@sae-itc.org)