

1. PURPOSE:

To establish a process for the development of registration scope(s)

2. SCOPE:

This procedure is applicable to all Novo star personnel, and subcontractors, performing assessments.

3. RESPONSIBILITY:

Audit Team, Technical reviewers, Management Representative.

4. REFERENCE STANDARDS:

Standard No	Standards Name
ISO 17021-1	Conformity assessment – Requirement for bodies providing audit and certification of management systems
AS9104/1A	Requirements for Aviation, Space and Defense Quality Management System Certification Programs
AS9101F	Quality Management Systems – Audit Requirements for Aviation, Space and Defense Organizations

5. ABBREVIATION:

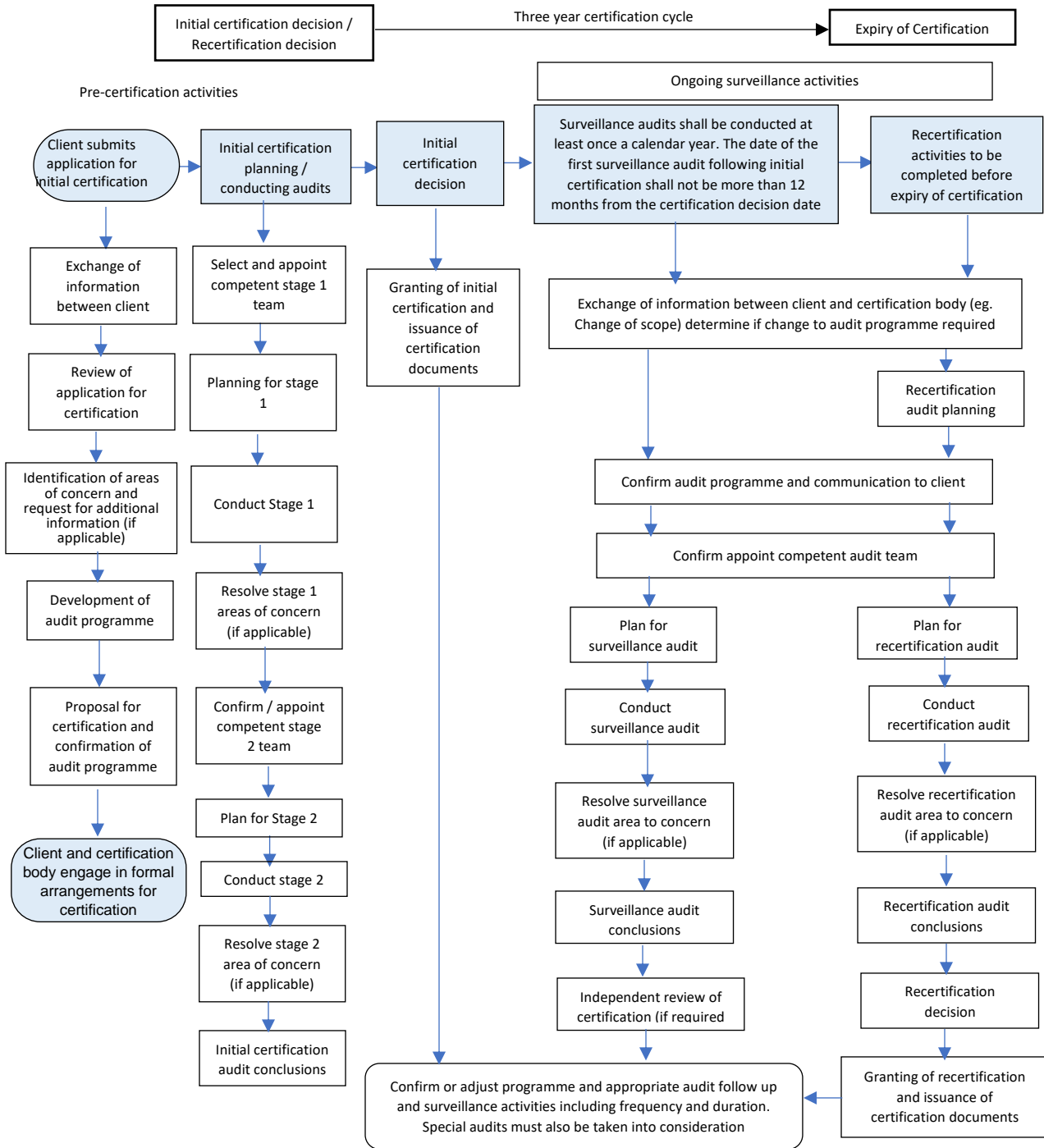
AS	:	Aerospace standard
ANAB	:	ANSI National Accreditation Board
AMC	:	Assistant Management Coordinator
AQMS	:	Accreditation Quality Management System
CAR	:	Corrective action report
ISO	:	International organization for standardization
IAF MD	:	International Accreditation Forum Mandatory Documents
IA	:	Internal audit
MR	:	Management Representative
NSMSS	:	Novo Star Management Systems solutions
OFI	:	Opportunities for improvement
PFR	:	Purchase for resale
RCA	:	Root Cause analysis
VP	:	Vice President

WORK PROCEDURE

CERTIFICATION PROCESS

6. PROCEDURE:

6.1 Certification process flow chart



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6.2 CERTIFICATION DOCUMENTS

Novo Star shall issue the AQMS certificate, following should be address at the minimum.

- 6.2.1 Identify the name of customers and entities.
- 6.2.2 The application Standards (eg: AS9100, EN9100, JISQ9100) including the year of revision for the standards.
- 6.2.3 Scope of Certification
- 6.2.4 Statement that the certification is in accordance with the applicable controlling the ICOP scheme including the year of revision.
- 6.2.5 Identify the applicable sites, including the address covered by the scope of certifications.
- 6.2.6 Each Additional site on a certificate, identify the certificate sub-scope (as applicable)
- 6.2.7 The dates identified on an Certificate's current certification cycle shall not exceed three years.
- 6.2.8 Certificate Issue and expiration date of the current certification cycle and re-issue date (within the current certification cycle) when applicable.
- 6.2.9 Novo Star customer is certified to both an AQMS standard and the ISO9001 standard, it is permissible to list both standard on a single certificate if the scope of certification and associated site are equal.
- 6.2.10 ISO9001 certificate has been issued with a difference scope of certification than AQMS certificate, the ISO standard shall not be listed on the AQMS certificate.
- 6.2.11 IAQG logo is incorporated into the certificate by the Novo star, the logo shall be in the form and colors provided by the IAQG.
- 6.2.12 The IAQG logo may not be amended but may be re-sized to fit the certificate.
- 6.2.13 The IAQG shall not receive greater prominence than any other symbol or logo on the certificate.
- 6.2.14 The IAQG logo shall not be used by the Novo star in any other documents or marketing materials.
- 6.2.15 Certificate text attached in the OASIS database shall be in English.
- 6.2.16 Novo Star will not issue any unaccredited AQMS certificate.
- 6.2.17 Special audits may be required in the following instances:
 - As a result of a customer or interested party issue.
 - due to a scope change or extension of scope request by the client.
 - when transferring certification to a new certification body.
- 6.2.18 Special audits also carried out in response to investigate complaints unannounced or in response to changes to the management system standard, or as a follow-up on suspended certificates. For AQMS certificates such audits may be also triggered when the IAQG OEM detects systemic findings in their regular surveillance activities. On these cases, except follow-up on complaints

7. RELEVANT PROCEDURE:

Procedure No	Procedure Name
NSMSS-2.02-QP	Contract Review Procedure
NSMSS-2.03-QP	Planning Audits
NSMSS-2.04-QP	Carrying out Audits