

ICOP Certification Scheme
– TEDAE Operating
Procedure.

TEDAE QC 9104-001

Edition 09

Date: 15/Jun/2022

Summary

This document:

- Establishes the terms of reference, operating policies and general requirements of the TEDAE CBMC within the scope of the European Sector of the IAQG.
- ~~Annuls and supersedes operating procedure edition 03 of TEDAE QC 9104-001 dated January 31, 2014.~~

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Revision Index

edition	revision	date	notes
1		30/MAR/2012	First edition
2		16/JAN/2012	Section 17. 4 Records and Section 19.4 Confidentiality Agreement Fulfillment, as a result EU OPMT Oversight 2012 OFIs
3		31/JAN/2014	Section 9.3 OP Assessor Records (EAQG NCR#6) Section 9.16 and 19.4, changes in forms of 9104-002 (Form A) - Section 12.6 OASIS data entry responsibilities (EAQG OFI7) - Section 17.1 (EAQG NCR#3) and 17.5 Records (EAQG NCR#4)
4		15/SEP/2016	New edition due to full document revision
5		10/DEC/2016	Addition of withdrawal/suspension procedure as an auditing CM of EAQG OPMT
6		22/APR/2017	Addition of TEDAE members as eligible as presidents of the CBMC
7		14/JUL/2020	Periodic revision
8		28/09/2020	Parr. 4.13.7 y 4.14.3. Delate procedure TEDAE QC 9104-007, clarifier NOTE (CMBC NCR#01- 2020)
9		15/06/2022	Adaptation to 9104-1:2022

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Distribution Index

- Certification Body Management Committee (CBMC) (**Regional Management Structure RMS**).
- TEDAE Quality Committee (CCT).
- TEDAE CBMC work group.
- TEDAE AAB.

RESOLUTION approved in 58th CBMC:

The target of this new issue is adapt the procedure to comply with the new edition of the 9104-1:2022 and as compliment declaration.

As consequence the Comité de Gestión de Entidades de Certificación (CBMC) adopt the nomination of Regional Management Structure (RMS), in that way where CBMC appear must be readed RMS.

Content

1	Purpose and Scope of Application	4
2	References	4
3	Terms & Definitions	4
4	Requirements That Apply to CBMC	5
5	Requirements That Apply to the Accreditation Body.....	11
6	Requirements That Apply to Certification Bodies (CBs).....	11
7	Requirements That Apply to Auditors.....	11
8	Requirements That Apply to Auditing and Reporting	12
9	Requirements That Apply to the Oversight Process	12
10	Requirements That Apply to the AAB.....	13
11	Requirements That Apply to the TPAB	13
12	Oasis Database.....	13
13.	Requirements That Apply to the OPMT	14
14.	Oasis Feedback Process	14
15.	ICOP Scheme Management Structure in Spain.....	14
16.	Policies That Apply to Surveillance Activities Abroad as per 9104-00216	
17.	Records	16
18.	Requirements That Apply to Certified Organizations	17
19.	Confidentiality and Conflicts of Interest.....	17
20.	Fees and Finances.....	17
Annexes		
	Acronyms	18

1 Purpose and Scope of Application

- 1.1 Establishes the terms of reference, operating policies and general requirements of TEDAE CBMC within the scope of the European Sector of the IAQG.
- 1.2 Outlines the Aviation, Space and Defense Quality Management System Certification Program Requirements established by the Asociación Española de Empresas Tecnológicas de Defensa, Aeronáutica y Espacio (TEDAE), specifying, where necessary, the requirements of the EN 9104-001 document and those of the EAQG OPMT documents within the Spanish scheme, identifying the resources involved in the performance of the various activities.
- 1.3 This procedure uses standard EN 9104-001 “Aerospace series - Quality management systems - Part 001: Requirements for Aviation, Space, and Defence Quality Management System Certification Programs” ~~of March 2013 as a basis to determine the requirements, and therefore, these requirements are organized as per the chapters of this standard, and also reference them.~~

However, these are not the only applicable requirements. In addition to the foregoing requirements, the requirements set forth in the specific documents mentioned herein and in other applicable, current-edition documentation of the ICOP scheme as edited by the IAQG, the EAQG and TEDAE (Series 9104 Standards, IAQG Resolutions Log, Supplemental Rules, EAQG OPMT procedures and other TEDAE documents) also apply.

2. References

- 2.1 In addition to the reference documentation contained in standard EN9104-001, the following are considered as references:
 - 2.1.1 The Series 9104 standards.
 - 2.1.2 The resolutions contained in the “IAQG Resolutions Log”.
 - 2.1.3 The “Supplemental Rules” edited by the IAQG.
 - 2.1.4 The EAQG OPMT Procedures.
 - 2.1.5 The Procedures, Notifications and Resolutions of TEDAE CBMC.

3. Terms & Definitions

For the purposes of this procedure, in addition to the terms & definitions contained or referenced in the following standards and procedures: ISO 9000, ISO 17000, ISO 19011 and the series 9104 standards, the following shall apply:

3.1 Industry Representatives

Within the scope of this document, an industry representative is a person that is employed full-time by:

- a IAQG or EAQG member company;
- a TEDAE member company that is actively engaged in the management of the ICOP scheme.
- a state organization that regulates the aviation, space or defense sector and is actively engaged in the management of the ICOP scheme.

A person that is sub-contracted or retired may not be considered to be a member of the industry.

3.2 CBMC, CBMC Work Group and AAB.

Within the scope of this document, any reference to the CBMC, the CBMC Work Group and the AAB shall be understood as referring to TEDAE's CBMC, CBMC Work Group and AAB.

4. Requirements That Apply to CBMC

General Requirements

The CBMC is responsible for:

- a) Implementing the requirements of the ICOP scheme; the 9104 series standards; and the policies, procedures and resolutions of the IAQG, IAQG OPMT, EAQG and EAQG OPMT that affect the deployment and operation of the CBMC, allowing for the continued and effective operation of the scheme within the framework of the Spanish and European Union laws in effect.
- b) The management, revision, approval, implementation and modification of the specific documents (operating procedures, forms, guides and associated records) of the processes of the ICOP Certification Scheme in Spain that are required for the operation of the scheme, effectively interacting with the EAQG OPMT.
- c) Ensuring that the IAQG OPMT and EAQG OPMT have access to all the records associated with the approval, accreditation, authentication or related activities for any entity that operates within the scheme in Spain for the purposes of confirming the compliance with all requirements associated with the ICOP process. This access includes access to the records of the CBMC, AAB, ENAC, CBs, and OP Assessors.
- d) As a participant of the ICOP Scheme, the CBMC recognizes the NAIAs, ABs, AABs, TPABs, CBs, auditors and certified companies included in the OASIS Database.
- e) **The RMS will report to EAQG OPMT (Europe SMS) when is needed, with the activities developed by the ICOP scheme and with the actual situation.**

4.1 CBMC/RMS Documentation.

- 4.1.1 The requirements set forth in section 5.3 of standard EN 9104-001 apply.
- 4.1.2 The specific requirements applicable to the management of the CBMC documentation are outlined in operating procedure TEDAE QC 9104-000 - TEDAE CBMC Documentation Control.

4.2 Recognition of the Accreditations of Certification Bodies (CBs).

- 4.2.1 The requirements set forth in section 8 of the EN 9104-001 standard apply, in addition to the following.
- 4.2.2 It is the responsibility of the CBMC to verify the accreditations of the CBs, through an industry expert appointed by it, as part of the ENAC accreditation decision-making process.
- 4.2.3 The CBMC, through its voting members, has the responsibility of recognizing the accreditations of the CBs. This recognition, which may be performed via e-mail, shall be ratified during the face-to-face meetings of the CBMC, and recorded in the corresponding minutes.

4.3 CBMC Approval

- 4.3.1 It is the responsibility of the EAQG OPMT (**Europe SMS**) to approve the CBMC, and the latter shall operate as an extension of the EAQG OPMT, performing the same functions within the country in relation to the requirements of the EN 9104-001 standard.

4.4 Notifying the interested parties.

- 4.4.1 The requirements set forth ~~in section 4.4~~ of the EN 9104-001 standard apply.

4.5 Approval of the Accreditation Body

- 4.5.1 The requirements set forth in section 4.5 of the EN 9104-001 standard apply, in addition to the following.
- 4.5.2 The CBMC is responsible for the approval of ENAC as the authority responsible for the accreditation of the CBs for the certification of AQMS standards as per the EN 9104-001 standard.
- 4.5.2 The approval and recognition is based on the assurance that ENAC maintains an ongoing compliance with the requirements outlined in the applicable documentation of the ICOP Scheme, as contained in the “Documento de Aprobación y Reconocimiento de ENAC por el CBMC de TEDAE” (“Document of Approval and Recognition of the ENAC by TEDAE CBMC”).
- 4.5.3 The evaluation of the foregoing shall be part of the Annual CBMC Oversight Program as per the TEDAE QC 9104-002 – ICOP Scheme Oversight Program operating procedure.

4.6 Recognition of the CBs by the CBMC

- 4.6.1 The requirements set forth in section 8 of the EN 9104-001 standard apply, in addition to the following.
- 4.6.2 The CBMC, through the voting members, has the responsibility of recognizing the CBs accredited to certify the AQMS of the organizations. ENAC shall accredit the CBs in relation to the AQMS standards and oversee this accreditation as per the EN 9104-001 standard.
- 4.6.3 The recognition of new accreditations, which may be performed via e-mail, shall be ratified during the CBMC face-to-face meetings, and recorded in the corresponding minutes. The recognition of the continuation of already-granted accreditations shall be performed within the framework of the CBMC face-to-face meetings, based on the information presented during the meeting by the representative of the Accreditation Body, and shall be recorded in the corresponding minutes.
- 4.6.4 The CBMC meeting minutes where the aforementioned recognitions are registered shall be considered to be records and shall be subjected to the filing requirements set forth herein.
- 4.6.5 The recognition process shall finish with the addition of the Certification Body in the OASIS Database, if it had not already been added.

4.7 Approval by the AAB and TPAB.

- 4.7.1 The requirements set forth ~~in section 4.7~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.7.2 The CBMC is responsible for the approval, suspension and withdrawal of approval of the AAB and TPAB.
- 4.7.3 The approval shall be based on the assurance that the AAB and the TPAB have a Management System in place that fulfills all the requirements of the 9104 series IAQG standards, the TEDAE Operating Procedures and other documentation related to the Scheme (Supplemental Rules, IAQG Resolution Log, etc.).
- 4.7.4 The evaluation of the foregoing shall be part of the CBMC Annual Oversight Program as per the TEDAE QC 9104-002 - ICOP Scheme Oversight Program operating procedure.
- 4.7.5 The head of the AAB shall be responsible for informing the OASIS administrator to identify the approved AAB and TPAB in OASIS.

4.8 Requests for AAB and TPAB Re-Approval.

- 4.8.1 The requirements set forth ~~in section 4.8~~ of the EN 9104-001 standard apply.

4.9 Auditor Authentication

- 4.9.1 The requirements set forth ~~in section 4.9~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.9.2 The AAB approved by the CBMC shall be responsible for authenticating the auditors in relation to AQMS standards as per the requirements of the EN9104-003 standard, the EN 9104-001 standard and this operating procedure.
- 4.9.3 The AQMS auditor authentication method, as well as the management of any related records, are outlined in the TEDAE QC 9104-003 - Auditor Authentication Body (AAB) operating procedure of TEDAE.
- 4.9.4 The head of the AAB shall be responsible for adding the authenticated auditors into OASIS.

4.10 Approval of Training Providers and training content

- 4.10.1 The requirements set forth ~~in section 4.10~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.10.2 The TPAB approved by the CBMC shall be responsible for approving the Training Providers and the Training Content related to the AQMS standards as per the requirements of the 9104-003 standard and the EN 9104-001 standard.
- 4.10.3 The CBMC shall be responsible for informing the OASIS administrator for the latter to identify the approved TPAB in OASIS.
- 4.10.4 The Training Provider and Training Content approval method, as well as the management of the associated records, shall be outlined in a specific operating procedure when Training Providers exist under the control of the CBMC.

4.11 Recognition of the authentications/re-authentications performed by the AAB.

- 4.11.1 The requirements set forth ~~in section 4.11~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.11.1 The CBMC has delegated to the AAB all decisions related to requests made by the auditors and, therefore, it recognizes the authentications/re-authentications performed by the AAB of the AA and AEA auditors.
- 4.11.2 Notwithstanding the foregoing, during face-to-face meetings, the Head of the AAB shall inform the CBMC of the authentications/re-authentications performed since the latest face-to-face meeting.
- 4.11.3 The CBMC meeting minutes where these recognitions are registered shall be considered to be records and shall be subjected to the filing requirements set forth herein.

4.12 Recognition of approvals, certifications or authentications.

- 4.12.1 The requirements set forth ~~in section 4.12~~ of the EN 9104-001 standard shall apply.

4.13 Withdrawals and Suspensions.

The requirements set forth ~~in section 4.13~~ of the EN 9104-001 and subsequent standards shall apply.

- 4.13.1 In the event that sufficiently important matters related to the operation of any of the sub-structures of the TEDAE CBMC are identified, the latter reserves the right to perform an Oversight Evaluation, audit or any other necessary action aimed at identifying and addressing the aforementioned matters. Any matter that is not addressed by the CBMC shall be escalated to the EAQG OPMT.
- 4.13.2 The CBMC has the right and authority to withdraw or suspend the approval, recognition or authentication of bodies approved by the TEDAE CBMC (ENAC, Certification bodies, AAB, TPAB, TPs, OP Assessors, or AQMS auditors) as a result of, without limitation, a deficient performance, non-compliance with requirements, misrepresentations or any other situation that discredits the IAQG, IAQG OPMT, EAQG, EAQG OPMT or CBMC. The issue, any planned or adopted actions, the resolution and the consequences associated with the aforementioned suspension or withdrawal shall be established by the CBMC on a case-by-case basis.
- 4.13.3 In the event that any of the aforementioned organizations were to voluntarily suspend or withdraw their participation in the ICOP Scheme, whether temporarily or permanently, the head of the organization must send a document to the President of the CBMC describing the nature of, and reasons for, that voluntary suspension or withdrawal, along with a plan of action to minimize the impact of that action on CBMC participants at every level. The CBMC shall work with the organization with sights on minimizing the impact, and inform the suspension or withdrawal to the EAQG OPMT, along with any agreed-upon actions and schedules.
- 4.13.4 In the event that a non-voluntary suspension or withdrawal is required, the recommendation to suspend a body shall be presented by one of the voting members or the Delegate of the CBMC and shall contain documented evidence that supports the recommendation. The decision to suspend or withdraw a body shall be made through the Decision Making process outlined in section 4.17 hereof.

4.13.5 Suspension/Withdrawal of Approval/Recognition of the Accreditation Body, Certification Bodies, AAB, TPAB and OP Assessors.

The approval and recognition is based on the assurance that the aforementioned organizations maintain an ongoing compliance with the requirements that apply to the ICOP Scheme outlined herein. The suspension/withdrawal of this approval/recognition shall follow the process outlined in sections 4.13.2, 4.13.3 and 4.13.4 of this procedure.

4.13.6 Suspension/Withdrawal of Approval/Recognition of AQMS Auditors.

The process outlined in section 10.3 “Suspension and Withdrawal of Authentication of Authenticated Auditors” of the TEDAE QC 9104-003 “TEDAE Auditor Authentication Body (AAB)” procedure must be followed.

4.13.7 Suspension/Withdrawal of Approval/Recognition of TPs.

The process outlined in section 10 “Continuation, Suspension or Withdrawal of TP or Course Approval” of the TEDAE QC 9104-007 “TEDAE Training Provider Approval Body (TPAB)”. This procedure is actually temporary cancelled because of there is no TPAB approved. When the procedure will be active again this procedure must be followed.

4.14 CBMC operating documents.

4.14.1 The requirements set forth in ~~section 4.14~~ of the EN 9104-001 standard apply, in addition to the following.

4.14.2 The specific requirements that apply to the management of the CBMC documentation are outlined in operating procedure TEDAE QC 9104-000 - TEDAE CBMC Documentation Control.

4.14.3 The top-level operating procedures of the CBMC are as follows

Nº	Title
TEDAE QC 9104-000	TEDAE CBMC Documentation Control
TEDAE QC 9104-001	Aviation, Space and Defense Quality Management System Certification Program Requirements
TEDAE QC 9104-002	ICOP Scheme Oversight Process
TEDAE QC 9104-003	TEDAE Auditor Authentication Body (AAB)
TEDAE QC 9104-005	Periodic Report on the Status of the Scheme in Spain
TEDAE QC 9104-006	Guide for the Self-Evaluation of certifiable Scopes as per series EN9100:2009 standards

4.14.4 Requirements related to recordkeeping are outlined in section 17 of this procedure.

4.15 Information

- 4.15.1 The requirements set forth ~~in section 4.15~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.15.2 The specifications on the information to be provided and its format are outlined in operating procedure TEDAE QC 9104-005 - Periodic Report on the Status of the Scheme in Spain.

4.16 CBMC Resolutions

- 4.16.1 The requirements set forth ~~in section 4.16~~ of the EN 9104-001 standard apply, in addition to the following.
- 4.16.2 The specific requirements that apply to the CBMC Resolutions are outlined in operating procedure TEDAE QC 9104-000 - TEDAE CBMC Documentation Control.

4.17 Decision Making

- 4.17.1 Whenever possible, all CBMC decisions shall be made by consensus of the voting members.
- 4.17.2 When consensus cannot be reached, decision shall be made by voting. For a voting to be valid, half plus one voting members of the CBMC must participate in the vote. The outcome of the vote shall be decided by simple majority.
- 4.17.3 In the event of a tie vote; in other words, that there are an equal number of votes for and against, the President may not exercise a casting vote, since it would be considered to be biased. The President may decide to continue debating on the matter and call for another vote, or delay voting for a period of time, after which votes would be once again cast.
- 4.17.4 The voting/decisions may be done via e-mail and their results, which shall be ratified during CBMC face-to-face meetings, shall be recorded in the corresponding minutes and informed to all members of the CBMC.

4.18 Problem Resolution.

- 4.18.1 Problem resolution includes the addressing of feedback, claims, appeals and similar matters against the CBMC, or the resolution of a problem escalated by the AAB or the CBMC Work Group.
- 4.18.2 Regardless of who it is that receives matters to be resolved, they must be formally informed to the President of the EAQG OPMT in writing, specifying that it is a claim or complaint.

The RMS will review all the complaints received at least once a year. This revision will be reported to the EAQG OPMT (Europe SMS)

- 4.18.3 The President of the CBMC shall, first, attempt to have the matter resolved within the structure of the CBMC.
- 4.18.4 If the problem is not resolved this way, the President of the CBMC shall study the issue and contact the parties with the purpose of obtaining more information and come to a resolution.
- 4.18.5 Should the issue remain unresolved, it shall be subject to voting by CBMC voting

members, applying the decision making procedure outlined in Item 4.17 of this procedure.

4.18.6 The President of the CBMC must notify the decision on the matter to the claimant or complainant. If the decision by the CBMC is not acceptable for the claimant or complainant, the CBMC shall escalate the problem to the EAQG OPMT.

4.18.7 The complaints from OVERSIGHT process in the ICOP scheme, shall be directed to the entity of the complaint. If not resolved, the complaint may be escalated in accordance with Table 1.

NOTE: Escalated complaints should focus on process issues and not process decisions.

TABLE 1 – COMPLAINT RESOLUTION ESCALATION

If complaint is against the:	Certified Organization	Auditor	Assessor	AB	CB	RMS	SMS
The issue shall be communicated to the:	CB	CB	Assessor's Organization	SMS or RMS	AB	SMS	IAQG OPMT

4.19 CBMC Meetings

4.19.1 The CBMC shall meet face-to-face or remotely at least twice a year.

4.19.2 When a voting member of the CBMC is unable to attend or appoint a replacement to attend, the voting member shall delegate his/her vote to one of the voting members of the CBMC and notify this fact to the CBMC secretariat.

4.19.2 Quorum is considered to have been attained when the meeting is attended by half plus one of the votes.

4.19.3 The agenda prepared by the CBMC delegate shall be distributed before the meeting, requesting all members of the CBMC to make changes and additions to it.

4.19.4 The CBMC delegate must maintain a master copy of the meeting minutes.

4.19.5 CBMC/RMS meetings will review the activities in last period, lessons learnt, improve opportunities and risks.

4.20 ICOP Conferences

4.20.1 The CBMC shall organize and host any conferences that are required in relation to the ICOP Scheme, based on material developed by the CBMC, the EAQG or the IAQG.

5. Requirements That Apply to the Accreditation Body.

5.1 The requirements set forth in ~~in section 5~~ of the EN 9104-001 standard apply, in addition to the following:

5.1.1 Applicable requirements to the Accreditation Decision by the AB.

a) Regarding the requirement set forth in the standard in relation to the presence of a

person that is competent in the field of aviation, space or defense in charge of making decisions in regard to accreditations in the ENAC, the CBMC has appointed a representative in charge of the activities outlined in standard EN9104-001 that has the sectorial competences outlined in that standard.

- b) The aforementioned representative shall have the right to participate in the decisions related to the accreditation of Certification Bodies that are active in the ICOP scheme, and this representative must inform the CBMC of his/her recommendation in relation to the recognition of the Certification Bodies under review.

5.1.2 According to the ENAC, the CBMC delegate shall be responsible for entering the accreditation decisions in OASIS.

6. Requirements That Apply to Certification Bodies (CBs).

6.1 The requirements set forth in section 6 of standard EN 9104-001 shall apply.

6.2 Entities participating in the ICOP scheme shall agree to QC-9104-002 and the applicable SMS or RMS.

7. Requirements That Apply to Auditors.

7.1 The requirements set forth ~~in section 7~~ of the EN 9104-001 standard apply, in addition to the following:

7.1.1 The competence, evaluation, authentication and requirements for re-authentication of AQMS auditors are outlined in standard EN9104-3.

7.1.2 The processes of evaluation, authentication and re-authentication are outlined in operating procedure TEDAE QC 9104-003 – TEDAE Auditor Authentication Body (AAB).

8. Requirements that Apply to Auditing and Reporting.

8.1 Requirements that apply to the Certification Structure ~~collected in this procedure.~~

~~8.1.1—The requirements set forth in section 8.1 of Standard EN 9104-001 apply.~~

~~8.2—Requirements that apply to the minimum auditing duration.~~

~~8.2.1—The requirements set forth in section 8.2 of Standard EN 9104-001 apply.~~

~~8.3—Requirements that apply to the Aerospace Auditing Teams~~

~~8.3.1—The requirements set forth in section 8.3 of Standard EN 9104-001 apply.~~

~~8.4—Requirements that apply to Non-Conformities~~

~~8.4.1—The requirements set forth in section 8.4 of Standard EN 9104-001 apply.~~

~~8.5—Requirements that apply to the Auditing Team Report and Conclusions~~

~~8.5.1—The requirements set forth in section 8.5 of Standard EN 9104-001 apply.~~

~~8.6—Requirements that apply to the issuance of certificates~~

~~8.6.1—The requirements set forth in section 8.6 of Standard EN 9104-001 apply.~~

~~8.7—Requirements that apply to the loss of certification~~

~~8.7.1—The requirements set forth in section 8.7 of Standard EN 9104-001 apply.~~

~~8.8 Requirements that apply to the assignment of certificates~~

~~8.8.1 The requirements set forth in section 8.8 of Standard EN 9104-001.01 apply.~~

~~8.9 Requirements that apply to Advanced Surveillance and Recertification Procedures (ASRP).~~

~~8.9.1 The requirements set forth in section 8.9 of Standard EN 9104-001 apply.~~

~~8.10 Requirements that apply to the Computer Assisted Auditing Techniques (CAAT).~~

~~8.10.1 The requirements set forth in section 8.10 of Standard EN 9104-001 apply.~~

8.2 Documented Information

8.2.1 Documented information and data in the form of audit reports, nonconformities, checklists, or other company specific information, generated by the application of this standard, shall be considered confidential (also referred to as proprietary or sensitive) between the parties generating, collecting, or using the data; and be managed as such, except as required by law.

Organizations using this information shall keep it confidential (both internally and externally), unless otherwise agreed by the consenting parties.

8.2.2 IAQG OPMT ICOP scheme participants shall not be provided with access to records of their competitors.

NOTE: Documented information retained by ABs and CBs on certified organizations may be subject to an audit or review, at any time, by applicable ABs, SMS, RMS, government, or regulatory authorities.

8.3 Access to documented information required by the ICOP scheme, shall be available to the IAQG OPMT, SMS, or RMS (if applicable) for evaluating operation of the scheme and conformance with this standard.

8.4 Records demonstrating conformance to the ICOP scheme requirements of the 9104-series standards shall be retained by the originator for a minimum period of ten years.

9. Requirements That Apply to the Oversight Process.

9.1 The requirements set forth ~~in section 9~~ of standard EN9104-001, as well as the following, shall apply.

9.2 The foregoing requirements are generally outlined in standard 9104-002 and, specifically for the Spanish scheme, in procedure TEDAE QC 9014 002 – ICOP Scheme Oversight Program.

9.3 The CBMC must establish and keep updated the necessary body oversight program (including the international oversight requested by the EAQG OPMT or the Oversight WG). The program shall be based on the oversight requirements outlined in the series 9104 procedures related to oversight, complemented with recommendations by the EAQG or TEDAE member companies. When the program is modified, the changes must be coordinated with all affected parties.

9.4 In the event that the CBMC were to adhere to the Travel Policy for Assessors it must comply with the requirements set forth in Procedure 505 of the EAQG.

9.5 The CBMC oversight evaluations shall be made as per the requirements outlined in the series 9104 documents and, in particular, those of EN 9104-002 and ISO 19011.

9.6 ~~CBMC/RMS will manage appeals and complaints direct or not, occurred in Oversight process.~~

9.7 ~~The participants in the evaluation or decision-making associated with the approval,~~

suspension, or withdrawal of an AB, AAB, or TPAB shall be impartial and shall not have participated in the development or operations of the AB, AAB, or TPAB in any way for a period of two years prior to the decision being made.

10. Requirements That Apply to the AAB.

- 10.1 The requirements set forth ~~in section 10~~ of Standard EN9104-001 shall apply, as well as the following.
- 10.2 The AAB is composed of a panel of industry professionals who act as experts in the auditor authentication process and meet the aerospace and defense industry know-how requirements, guaranteeing that the auditors consistently and continuously fulfill the requirements outlined in the applicable standards of the ICOP scheme.
- 10.3 The AAB is not independent from the CBMC and, given its simplicity, it has a Quality Management System that is documented and implemented by means of an operating procedure outlined in TEDAE QC 9104-003 that is capable of supporting and demonstrating the coherent fulfillment of the requirements of the series 9104 standards in relation to the granting, continuation, suspension and withdrawal of auditor (AA, AEA) authentications.
- 10.4 Authentication process.
- 10.4.1 The authentication/re-authentication process (evaluation of requests, decision making, claim/complaint resolution, and reception, review and determination of the actions to be undertaken in response to identified problems in relation to auditor competence) is outlined in operating procedure TEDAE QC 9104-003 - TEDAE Auditor Authentication Body (AAB).
- 10.5 Use of AAB trademarks and logos.
- 10.5.1 The AAB has no recognized trademarks or logotypes.
- 10.6 Continuance, suspension, extension and withdrawal of aerospace auditor authentication.
- 10.6.1 The requirements set forth ~~in section 10.6~~ of standard EN9104-001 shall apply, as well as the following.
- 10.6.2 The aerospace auditor authentication continuance, suspension, extension and withdrawal process is outlined in operating procedure TEDAE QC 9104-003 - TEDAE Auditor Authentication Body (AAB).
- 10.7 Filing of Authentication Records
- 10.7.1 The requirements set forth ~~in section 10.7~~ of standard EN9104-001 shall apply
- 10.8 Recognition of the AAB and the aerospace auditor authentications.
- 10.8.1 The requirements set forth ~~in section 10.8~~ of standard EN9104-001 shall apply

11. Requirements That Apply to the TPAB.

11.1 The requirements set forth ~~in section 11~~ of the EN9104-001 Standard shall apply.

12. OASIS Database.

12.1 The requirements set forth ~~in section 12~~ of the EN9104-001 Standard shall apply, as well as the following.

12.2 The persons in responsible for entering data into the OASIS Database are:

Data	Entity in charge of Entering the Data	Entity Responsible for the Accuracy of the Data
Related to the certified organization	The organization	The organization
Related to auditing and reporting	The Certification Body	The Certification Body
Related to the approved Accreditation Body	The CBMC Delegate	The Accreditation Body
Related to the accredited Certification Bodies	The CBMC Delegate	The Certification Body
Related to the authenticated auditors	The head of the AAB	The authenticated auditors

13. Requirements That Apply to the OPMT.

13.1 N/A

14. Oasis Feedback Process.

14.1 The requirements set forth ~~in section 14~~ of standard EN9104-001 apply.

15. ICOP Scheme Management Structure in Spain.

15.1 Management Structure

The Management Structure is composed of the following organizations:

- CBMC
- TEDAE Quality Committee
- AAB
- CBMC Work Group

15.1.1 Certification Body Management Committee (CBMC).

The CBMC is the organization within the European Sector that is responsible for the compliance with the series 9104 standards in Spain.

The CBMC is composed of:

- Voting members: representatives from Spanish industry OEMs and from the Asociación Nacional de la Industria Aeroespacial Española (TEDAE).
- Non-voting members (the purpose of their CBMC membership is observation and oversight):

- Representative of the accredited Certification Bodies. This position may alternate between different representatives.
- Representative from the ENAC.
- Representative from the National Civil Aviation Authority (AESA).
- Representative from the CBMC in the EAQG OPMT
- Head of the AAB.
- CBMC delegate
- Head of the TEDAE Quality Committee.
- Secretariat

NOTE: The members of CBMC/RMS with any relationship with an approved CB should not be a vote member.

The CBMC may revise its structure based on the participation in CBMC meetings, the work groups and the projects, and reserves the right to change the voting status and CBMC membership agreements, and may invite other members or observers as necessary or exclude certain members or observers due to a lack of participation or other actions that might negatively affect the impartial and effective functioning of the CBMC.

Both voting and observing members of the CBMC must notify the president of the CBMC in writing of any conflict of interest that affects the impartial and effective functioning of the CBMC immediately upon becoming members of the CBMC or, if at a later time, whenever a potential conflict of interest arises. This may be done by using the Confidentiality and Conflict of Interest Resolution Agreement as per the form in Annex B of document 9104-002 or a similar document.

All CBMC/RMS members, with or without vote, should have signed the confidentiality agreement.

15.1.2 Responsibilities within the CBMC

CBMC President

The President of the CBMC must be a member of the industry or the Asociación Nacional de la Industria Aeroespacial Española (TEDAE) and shall be elected out of, and by, the voting members. The President shall be considered to maintain his/her voting rights.

Duties of the President of the CBMC:

- Take charge of all CBMC activities and support the work groups.
- Represent the CBMC in any forums where its participation is requested.
- Convene the CBMC and establish the agenda, with the assistance of the Delegate and the Secretariat of the CBMC,

CBMC Vice President

A Vice President shall be elected out of, and by, the voting members of the CBMC. The Vice President must be a member of the industry and shall have the same powers as the President and act on his/her behalf. The President and the Vice President of the CBMC may not be part of the same company.

Individual voting members

The duties of the individual voting members are:

- Actively participate in the CBMC on behalf of their industry, attending meetings, making comments, and engaging in oversight activities, project, conferences, etc.

- b) Guarantee the effective implementation of the ICOP scheme, the series 9104 standards and the requirements of the IAQG and EAQG OPMT in their CBMC.
- e) Host CBMC meetings, including providing an adequate space and bearing the costs of hosting the meetings at that location.
- g) Voting on CBMC decisions on behalf of their company. When real or apparent conflicts of interest exist on a particular issue, affected voting members must excuse themselves from voting.
- h) Ensure that they have an appointed temporary replacement that is also a member of the industry to act on behalf of the company in the CBMC in the event that the appointed voting member is unable to participate for any reason.

Individual non-voting members

The duties of the individual non-voting members are:

- a) Actively participate in the CBMC on behalf of the stakeholder group that they represent through the use of their knowledge and experience, for the benefit of the overall ICOP process.
- b) Communicate the requirements, expectations and decisions of the CBMC to their stakeholder group to improve the comprehension and compliance with the requirements of the ICOP scheme without compromising the confidentiality of the discussions or specific activities performed by the CBMC.

15.1.3 CBMC Work Groups.

The CBMC has two work groups composed of industry professionals and official organizations involved in the scheme, whose activities are related to the “day-to-day” of the scheme, reporting to the CBMC, to which they must present their conclusions for ratification. The duties of the CBMC Work Groups are:

- Oversee ENAC activities.
- Oversee the Certification Bodies.
- Manage claims and complaints.
- OASIS Database auditing.

15.1.4 TEDAE Quality Committee (CCT)

The TEDAE Quality Committee is body that is composed of the persons in charge of quality in TEDAE member companies. The duties of the TEDAE Quality Committee in relation to the scheme are as follows:

- Lead the development and deployment of the scheme in Spain.
- Lead the development and deployment of other initiatives of the IAQG in Spain.

16. Policies That Apply to Surveillance Activities Abroad as per 9104-002.

16.1 The requirements set forth in section 16 of Standard EN 9104-001 apply.

17. Records

17.1 The requirements set forth in section 17 of the EN 9104-001 standard apply, in addition to the following.

17.2 Organizations responsible for the filing of records

17.2.1 Approval of the Accreditation Body.

The CBMC is responsible for maintaining supporting documentation related to the approval of ENAC.

17.2.2 Accreditation of the Certification Bodies.

The ENAC is responsible for maintaining supporting documentation related to the accreditation of the CBs.

17.2.3 Approval of the AAB

The Head of the AAB is responsible for maintaining the supporting documentation related to the approval of the AAB.

17.2.4 Authentication of Aerospace Auditors.

The AAB is responsible for maintaining the supporting documentation related to the authentication of authenticated auditors.

17.2.5 Company Certification

The Certification Bodies are responsible for the supporting documentation related to the certification of these companies.

17.2.6 CBMC Meetings

The CBMC Delegate is responsible for keeping the CBMC minutes among his/her records.

17.3 The CBMC shall have access to the records related to the accreditation of the AQMS-accredited CBs with the purpose of determining the compliance with this standard. CB representatives in the CBMC shall not be granted access to the records of their competitors.

18. Requirements That Apply to Certified Organizations.

18.1 The requirements set forth in section 18 of Standard EN 9104-001 apply.

19. Confidentiality and Conflicts of Interest.

19.1 The requirements set forth in section 19 of Standard EN 9104-001 apply.

20. Fees and Finances.

- 20.1 The requirements set forth in section 20 of the EN 9104-001 standard apply, in addition to the following.
- 20.2 In addition to the fees recommended by the IAQG OPMT applicable to the registration of auditing data in OASIS, the CBMC may establish other fees to facilitate the management of the ICOP Scheme in Spain. In that event, the fees must be approved by the EAQG OPMT.

Annex A - Acronyms

AA	Aerospace Auditor	Auditor Aeroespacial
AAB	Auditor Authentication Body	Auditor Authentication Body
AB	Accreditation Body	Entidad de Acreditación (EA)
AEA	Aerospace Experience Auditor	Auditor Aeroespacial Experimentado
APAQG	Asia/Pacific Aerospace Quality Group	Grupo de Asia/Pacífico de Calidad Aeroespacial
AQMS	Aerospace Quality Management System	Sistema de Gestión de Calidad Aeroespacial
ASD-STAN	AeroSpace and Defense Industries Association of Europe - Standardization	Asociación Europea de Industrias Aeroespaciales y de Defensa - Normalización
ASRP	Advanced Surveillance and Recertification Procedures	Procedimientos avanzados de Seguimiento y Recertificación
CAAT	Computer Assisted Auditing Techniques	Técnicas de Auditoría Asistida por Ordenador
CB	Certification Body	Entidad de Certificación (EC)
CBMC	Certification Body Management Committee	Comité de Gestión de las Certification bodies
EAQG	European Aerospace Quality Group	Grupo Europeo de Calidad Aeroespacial
EMS	Environmental Management System	Sistema de Gestión Ambiental
IAF	International Accreditation Forum	Foro Internacional de Acreditación
IAQG	International Aerospace Quality Group	Grupo Internacional de Calidad Aeroespacial
ICOP	Industry Controlled Other Party	Otras Partes Controlado por la Industria
MLA	Multilateral Agreement	Acuerdo Multilateral
NAA	National Aviation Authority	Autoridad Nacional de Aviación
NAB	National Accreditation Body	Entidad Nacional de Acreditación
NAIA	National Aerospace Industry Association	Asociación Nacional de Industria Aeroespacial
NCR	Nonconformity Report	Informe de No Conformidad
OASIS	Online Aerospace Supplier Information System	Sistema de Información en Red de Suministradores Aeroespaciales
OEM	Original Equipment Manufacturer	Fabricante de Equipos Originales
OP	Other Party	Otras Partes
OPMT	Other Party Management Team	Equipo de Gestión de Otras Partes
RMS	Regional Management Structure	Equivalente al CBMC
SMS	Sector Management Structure	Estructura de Gestión del Sector