

ICOP Certification Scheme
– TEDAE Operating
Procedure.

TEDAE QC 9104-000

Edition 03

Date: 01/02/2023

Summary

- This procedure outlines the process to establish, revise and maintain TEDAE's RMS-related documents (operating procedures, guides and forms).

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Revision Index

edition	revision	date	notes
1		15/SEP/2016	First edition
2		14/JUL/2020	Periodic revision
3		01/FEB/2023	Revision because of Transition

Distribution Index

- Spanish Regional Management Structure (RMS).
- TEDAE Quality Committee (CCT).
- TEDAE AAB.

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1 Purpose

- 1.1 This procedure outlines the process to establish, revise and maintain TEDAE's RMS-related documents (operating procedures, guides and forms).

2 Terms & Definitions

- 2.1 For the purposes of this document, the terms and definitions included or referenced in the following standards and procedures apply: ISO 9000, ISO 17000, ISO 19011 and 9104 series standards.
- 2.2 RMS and AAB.

Whenever the RMS and the AAB are mentioned within this document, these terms will be understood as referring to TEDAE's RMS and AAB.

3 Acronyms

- 3.1 For the purposes of this document, the acronyms included or referenced in the standards and regulations of the IAQG, EAQG, IAQG OPMT and EAQG OPMT will apply, as well as the following.
 - 3.1.1 RMS Regional Management Structure.
 - 3.1.2 TEDAE Asociación Española de Empresas Tecnológicas de Defensa, Aeronáutica y Espacio.

4 Process flowchart

N/A.

5 Requirements

5.1 General information

- 5.1.1 The RMS is responsible for the management, revision, approval, implementation and modification of the specific documents (operating procedures, forms, guides and associated records) of the ICOP Certification Scheme in Spain as defined herein and in other operating procedures of the RMS.
- 5.1.2 The documents edited by the RMS will be aligned with the binding documents of the scheme edited by the IAQG, EAQG, ICOT y ECOT and will only be edited to complement the specific processes mentioned in item 5.1.1.
- 5.1.3 The concepts and requirements of the binding documents are not to be repeated, unless with the purpose of assigning specific responsibilities within the Spanish scheme, and they are to be treated by referencing these concepts and requirements with traceability to the corresponding binding document.

5.2 New document editing process

- 5.2.1 Any member of the RMS, or any other interested party that is an active participant of the ICOP Scheme, may determine the need for a document with the purpose of offering clarity and coherence to a scheme process.
- 5.2.2 The aforementioned need for a document shall be notified to the RMS President.
- 5.2.3 After analyzing the request, the RMS President will make a decision regarding the need for the document.
- 5.2.3.1 Should the decision be to write a document, the RMS President will appoint the person in charge of writing the document and notify the requesting party.
- 5.2.3.2 Should the decision be to not write a document, the RMS President will notify the requesting party, specifying the reasons for this decision. In the event that the requesting party does not agree with this decision, the RMS President will inform this to the voting members of the RMS for them to decide.
- 5.2.4 The appointed person shall draft the document (procedure, guide or form) using the structure and format templates provided by the RMS President. The structure and format of the forms must be adequate to fulfill their purpose.
- 5.2.5 The document drafts are to be controlled by using the word “Draft” and the revision date:
Revision: Draft dd-mm-yyyy (day-month-year)
- Once the document has been formally approved, it will not be necessary to control these drafts.
- 5.2.6 Once the document is mature enough for approval as per the opinion of the RMS President, the Delegate will distribute it to the voting members of the RMS for review, who will have two calendar weeks to review and comment on the document.
- 5.2.7 In the event that any comments are made, the RMS President shall respond to these comments and make changes to the procedure as required.
- 5.2.8 After having addressed the comments, the RMS President shall submit the final draft to the voting members of the RMS requesting their approval. This approval may be issued within the scope of a RMS meeting, or via electronic means, such as e-mail. The voting be in the form of consensus voting, as per the decision-making chapter of Procedure TEDAE QC 9104-001.
- 5.2.9 In the event that the document fails to be approved, the process shall revert to the stage outlined in item 5.2.4 of this procedure, or the drafting process shall be terminated if so agreed by the voting members.
- 5.2.10 The approved documents must contain the following:
- Reference Number:
 - Procedures: TEDAE QC 9104-XXX
 - Guides: TEDAE QC Guía-XXX
 - Forms: TEDAE YYY-XX (YYY ref. to the document where the form is defined, XXX sequential no.)

The reference number shall be assigned by the RMS President.
 - Document title
 - Edition/Revision number and Date of approval.
 - The TEDAE Procedures shall be translated to English, having them in two languages, Spanish and English. The nomenclature for the english version should be:

EN TEDAE QC 9104-XXX

e) The TEDAE Procedures shall be digital registered and filed in TEDAE web.

- 5.2.11 The approved documents shall be registered in the “Registro de Documentos del Sistema de Gestión del RMS de TEDAE” (TEDAE’s Record of Documents of the RMS Management System) by the RMS President.
- 5.2.12 The approved documents, along with the “Registro de Documentos del Sistema de Gestión del RMS de TEDAE” (TEDAE’s Record of Documents of the RMS Management System) shall be stored on TEDAE’s website by the RMS President or any other appointed person.

5.3 Document revision process

- 5.3.1 The procedures must be revised whenever necessary and at least once every two years, in order to ensure that they are still necessary, remain updated and that they fulfill legal, regulatory and operational requirements.
- 5.3.2 Revisions of existing RMS documents shall be performed using the same process as the one used for the first edition of the procedures.

5.4 RMS resolutions

- 5.4.1 The need for a resolution, which must be a clarification or interpretation of the requirements outlined in the 9104 series standards, will be determined by the President of the RMS based on the information received from any member of the RMS.
- 5.4.2 The resolution draft shall be written by the RMS, and once finished, it shall be subjected to the approval of the voting members of the RMS. This approval, which may be made via e-mail, shall be ratified in the meetings of the RMS and included in the corresponding minutes.
- 5.4.3 If the resolution is accepted, this fact shall be notified to the ECOT via e-mail for approval.
- 5.4.4 The resolutions may not be published without prior approval by the ECOT.
- 5.4.5 Once given approval by the ECOT, it is to be included in the RMS current document records and TEDAE’s website.
- 5.4.6 Once published, the resolutions shall be as enforceable as the applicable standard.
- 5.4.7 All resolutions shall be included in the next revision of the standard, or their inclusion shall be requested; whichever applies.

5.5 Annulled documents

- 5.5.1 The annulled documents shall be kept in TEDAE's website, clearly identified as such, for a period no shorter than six years since the date of annulment, and may later be eliminated.

6 Records.

- 6.1 All records identified in the RMS procedures, ECOT procedures and in the 9104 series standards that apply to RMS activities, shall be stored for no less than 10 years since their date of creation, and may later be eliminated.
- 6.2 The records to be generated by this procedure are:
- a) Record of Documents of the RMS Management System
 - b) Documents: procedures, guides and forms
 - c) Annulled documents