ACOT Procedure 100
Revision Letter: E
Revision Date: 16-Feb-2023

ACOT Procedure Development and Maintenance

Purpose/Summary:

The Americas Aerospace Quality Group (AAQG) Americas Certification Oversight Team (ACOT) shall establish formal operating procedures to consistently govern its operation in compliance with the 9104 series of standards. The ACOT is responsible for the management, review, approval, implementation, and modification of the ACOT operating procedures. This procedure defines the process to establish, manage, review, revise, approve, implement, and maintain ACOT operating procedures.

Definitions:

AAQG   Americas Aerospace Quality Group
ACOT   Americas Certification Oversight Team (replaces 'RMC')
RMC   Registration Management Committee (replaced by 'ACOT')

Process Flow:

N/A

Responsibilities:

1.0   The ACOT shall appoint a Documentation Sub-team Lead to serve as the administrator and general custodian of procedures that define and govern ACOT RMC activities and functions.

2.0   The Documentation Sub-team Lead, or delegate(s), will have the responsibility to periodically review active procedures for accuracy, applicability and effectiveness as defined in the maintenance section of this procedure.

3.0   The Document Sub-team Lead may assign specific procedure creation and / or revision responsibilities to individuals or teams as necessary.

4.0   ACOT operating procedures are implemented by AAQG RMC working teams, sub-committees or with projects.

Procedure Requests:

5.0   Any member of the ACOT may request or suggest the need for a formal procedure to provide clarity and consistency to an ACOT activity or function. Formal procedures are typically created for, but not limited to, repetitive and / or complicated activities and functions.

    5.1   Procedure requests / suggestions shall be submitted to the Documentation Sub-team Lead in writing.

        Note: Electronic submittal via email is permissible.

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5.2   The Documentation Sub-team Lead shall review the request to determine if the need for formal procedure is warranted.

5.3   If the Documentation Sub-team Lead cannot individually determine if the need for a formal procedure exists, the issue shall be presented to the ACOT voting members for a consensus.

Note: Electronic submittal via e-mail is permissible.

5.3.1   The voting period shall not exceed 2 weeks.

5.3.2   A positive vote shall result from a majority of responses (~75%)

5.3.3   The voting activity must be documented by the Documentation Sub-team Lead.

5.4   If the Documentation Sub-team Lead review or ACOT vote result supports the need for a formal procedure the Documentation Sub-team Lead shall appoint an individual or team to develop it.

5.5   If the Documentation Sub-team Lead review or ACOT vote result does not support the need for a formal procedure, the Documentation Sub-team Lead shall respond to the requestor in writing with justification for the decision.

Note: Electronic submittal via email is permissible.

Procedure Creation and Revision:

6.0   ACOT Procedures shall be written using the AAQG Procedure 100 as a Template.

6.1   Newly developed and revised procedures shall be presented to the Documentation Sub-team Lead for initial review and comment.

6.1.1   Formatting errors discovered during the review will be passed back to the authors for correction before the procedure can progress to the ACOT voting members.

6.2   The correctly formatted procedure shall be presented to the ACOT voting members for review and comment.

6.2.1   ACOT voting members shall have a minimum of two weeks to review and comment on the procedure content.

6.2.2   ACOT voting members reserve the right to waive the 2-week review period.

6.2.3 The Documentation Sub-team Lead shall serve as the administrator during the review period to ensure that all reviewer comments are appropriately addressed.

Procedure Approval:

7.0 New or revised procedures that have undergone an initial formatting review as described in Section 6.0 shall be presented to the ACOT voting members by the Documentation Sub-team Lead for an approval decision.

7.1 Newly created or revised procedures may be presented to the ACOT voting members for approval during a face-to-face meeting, via teleconference, or via email.

7.1.1 The voting period shall not exceed 2 weeks.

7.1.2 A positive vote shall result from a majority of responses (~75%).

7.1.3 The voting activity must be documented by the Documentation Sub-team Lead.

7.2 Approved procedures shall include:

7.2.1 Procedure Number as follows: ACOT Procedure XXX

7.2.2 Title of Procedure.

7.2.3 Revision Letter as follows: (sequential letter, not number, start with "A" on original release).

7.2.4 Date of Issue as follows: (DD-MM-YYYY).

7.3 Procedures that are not approved shall be identified as "unapproved" and returned to the author(s) by the Documentation Sub-team Lead with justification to support the disapproval.

Procedure Register:

8.0 The Documentation Sub-team Lead shall identify active procedures by listing them on the ACOT Document Register. The ACOT Document Register shall contain the following:

8.1.1 ACOT Procedure Number.

8.1.2 ACOT Procedure Title.

8.1.3 Responsible Person (Process Owner)

8.1.4 ACOT Procedure Revision Letter and Date of Issue (sequential revision letter and date in DD-MM-YYYY format).

8.1.5 Date of most recent ACOT Procedure review.

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Procedure Maintenance:

9.0 The ACOT Procedures and Document Register shall be maintained on the ACOT web-based repository and available to all stakeholders.

    9.1 Procedures shall be periodically reviewed for continued applicability and effectiveness when:

        9.1.1 Controlling standards or other requirements referenced within a procedure change.

        9.1.2 Regulatory or Statutory requirements associated with or referenced within a procedure change.

        9.1.3 Once every two years.

    9.2 Evidence of procedure review shall be recorded on the ACOT Document Register.

Records:

10.0 ACOT Procedure creation and maintenance records shall be maintained as follows:

Record Description	Location	Responsible Holder	Retention Period
ACOT Document Register	ACOT web-based repository	ACOT Documentation Sub-Team Leader	10 years
ACOT Procedures	ACOT web-based repository	ACOT Documentation Sub-Team Leader	10 years

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Revisions:

Revision	Date	Comments
A	17-Jul-2008	Original Release
B	15-Oct-2010	
C	04-May-2012	Reviewed and updated for AS9104-1 compliance
D	08-Jun-2022	Reviewed and updated for AS9104-1A compliance
E	16-Feb-2023	Removed "RMC" and replaced with "ACOT" throughout.