

1.0 Introduction

The IAQG Online Aerospace Supplier Information System, OASIS, was developed to provide easy access to aerospace quality management systems data. The ongoing data entry process is structured such that only representatives with given authority for data entry at each level are permitted to enter the data for which they are responsible.

There are multiple levels in the data entry process. At the highest level the three IAQG Sector Representatives have been given the authority and responsibility for entering the National Accreditation Bodies, (NABs), approved for their particular sector. Once an NAB is entered that NAB can enter the approved Certified Registrar Bodies, (CRBs), which they have accredited to certify suppliers to the 9100 family of standards. The NAB may also be responsible for the entry of data regarding its approved auditors.

Once the CRB data has been entered, the CRBs can enter the data for all of their certified suppliers. Data entry at one level cannot occur until data entry by the higher level is complete. For example, a CRB cannot access the data entry screens to enter supplier data until its accrediting NAB has entered the CRB into the system.

Note: In some countries the CRB, auditor, supplier and assessment data are put into the system by a designated function in the National Aerospace Industry Association. The local NAIA will inform the NABs or CRBs concerned.

1.1 CRB Guidelines

These guidelines were developed for the use of the CRB or their associates. The mandated CRB's main OASIS role is the entry and management of data on the Aerospace Suppliers they have certified and on the assessments of those suppliers.

2.0 Login/Navigation

2.1 First time Users

To use OASIS you must first register by clicking on "New User - Register to Get Access." An IAQG Registration form will appear. Enter all required data fields. Some of the fields have selections that are accessible via pull down tabs. Required fields are designated with an (*). The database will not permit the entry of a user if any of the required fields are left blank. Select a user ID and Password by following the on screen guides. You must also read and accept the "Terms and Conditions". After all data, user ID and password have been entered click on "Register" to be added to the database. A "Registration Confirmation" screen will appear confirming your registration, user ID and password. It is advisable to print this page to retain for future reference. You will receive an email letting you know that you have been registered.

You can now click on Login to enter the OASIS.

2.2 OASIS Navigation

2.2.1 Database Functions

Once you have entered OASIS you will see a welcome screen that gives you the opportunity to move through out the OASIS system. To the left of the screen you will see the "Organization", "Application" and "Data Search" functions. Note: The Organization and Application functions are only available to those persons associated with an organization authorized for data entry, user administration, or data download functions. The Organization function is used to select which organization the user is currently acting for in entering data.

Note: In some cases the user may be associated with more than one organization. In these cases the user must click on the organization being represented prior to entering data or managing system access.

Data Search is explained in section 3.0 of this guideline and Applications are explained in section 4.0 of this guideline.

2.2.2 Additional Functions

At the top right of the screen you will see additional functions that give you the opportunity to:

Log Out Log out of OASIS

Home Return to the Home/Welcome page

About Us Learn more about the IAQG

Contact Us Link to communicate any questions you may have regarding OASIS

Edit Login Change your User ID or Password

Edit Profile Edit your profile information

Edit Address Edit your address and contact information

Help/Guidance Help and Guidance information on various topics

In addition on the Welcome Page to the right of the welcome statement you can review the OASIS Disclaimer, Privacy policy and Terms of Use documents.

2.2.3 Guidelines Nomenclature

Through out this document Application and Data Search functions will be shown in bold such as **Assessment Add** and **IAQG Member Companies**.

All function buttons will be shown in brackets such as [Save]

All fields will be shown in brackets such as {First Name}

All notes are in bold italic such as ***Note: Pay close attention to this.***

3.0 Data Search

OASIS provides the user with a number of Data Search options as shown in the column on the left hand side of the screen. In order to perform a data search click on the text for the search you wish to perform.

3.1 IAQG Member Companies

IAQG is made up of a number of major aerospace companies that carry out the design, development, manufacture and support of original equipment at system or subsystem levels. Also include are trade associations and their related bodies created by the aerospace companies.

Clicking on "**IAQG Member Companies**" in the Data Search area will provide an alphabetical list of these organizations. Click on any of the listed organizations for additional detailed information.

3.2 National Aerospace Industry Associations (NAIA)

A NAIA is an association within some sectors, regions or countries that consist of the aerospace industries for that sector, region or country. **Note: Not all IAQG Sectors have NAIA's.**

Clicking on "**National Aerospace Industry Associations (NAIA)**" in the Data Search area will provide an alphabetical list of these organizations. Click on any of the listed organizations for additional detailed information.

3.3 National Accreditation Bodies (NAB)

An NAB is an organization recognized by an IAQG Sector that has the primary responsibility for the accreditation of aerospace Certification Bodies/Registrars and certification of Aerospace Auditors within its sector.

Clicking on "**National Accreditation Bodies (NAB)**" in the Data Search area will provide an alphabetical list of these organizations. Click on any of the listed organizations for additional detailed information.

3.4 Certification/Registration Bodies (CRB)

A CRB is an organization that has been accredited by a recognized NAB to perform audits and issue certificates to suppliers that comply with the aerospace standards for which they are audited.

Clicking on **Certification/Registration Bodies (CRB)** in the Data Search area search will provide an alphabetical list of these organizations. By clicking on one of the sort boxes you can select to have this list sorted by the Organization, Country or IAQG Sector. Click on any of the listed organizations for additional detailed information.

3.5 Aerospace Experienced Auditors (AEA)

AEA's are aerospace quality system auditors authenticated through one of the IAQG Sector management bodies. AEA's conduct audits for one or more of the approved CRB's.

Clicking on **Aerospace Experienced Auditors** in the data search area will bring up the AEA Search Screen. Using this screen you can limit your search for AEA's by, {First Name}, {Last Name} or by the {NAB} that certified the auditor. Leaving any of these fields blank will return all entries for that field. You can also sort your search by {First Name}, {Last Name} or by the certifying {NAB} and select the number of listings from the search you want displayed on the screen. Clicking on the [Search] button will provide the list of AEA's that meet your search criteria. Click on any of the listed AEA's for additional information on the standards for which the auditor is approved.

3.6 Certified Suppliers

Certified Suppliers are those suppliers that have been audited by an approved CRB and have received a certificate from the CRB that testifies that they have met the requirements of the aerospace standard for which they have been audited.

Clicking on **Certified Suppliers** in the data search area will bring up the Certified Supplier Search Screen. Using this screen you can limit your search for Certified Suppliers by, {Name}, {Sector/Country}, {State/Province} or by the {CRB} that certified the supplier. You can also limit your search to suppliers that have been certified to specific standards by selecting only those standards that apply. By leaving any of these fields blank the search will return all entries for that field. You can sort your search by {Company Name}, {Sector}, {Country}, {State} or {City} and can select the number of listings from the search you want displayed on the screen. Clicking on the [Search] button will provide the list of Certified Suppliers that meet your search criteria. When searching by supplier name you can search with a "Starts With" or "Contains" option. If you are unsure of the exact name of the supplier that you are searching you may want to try both search options.

When you click on [Search] a list of suppliers that meet your search criteria will appear. Click on any of the supplier that you are interested in for detailed information. If the user has been granted access to the suppliers Assessment Results Summary and Scoring data the ADDITIONAL TERMS OF USE FOR ASSESSMENT DETAILS screen will appear. This screen has been included as a reminder to all users that even though you have been granted access the assessment detail data provided is of a confidential nature. The user must agree to these terms by clicking the [Yes] button to proceed. These additional terms of use will appear once for each login.

The next screen that appears is the Supplier Details screen. This screen contains two files of information on the supplier; certification and assessment results. Each file can be assessed by clicking on the appropriate tab at the top of the file.

Please note each supplier manages who gets access to their assessment data. If you have not been granted access to a supplier's assessment data a note will appear in the assessment file which either provides an email link to the supplier or the mail and phone contact information of the supplier from which you can request access.

Certification Information - The certification information screen includes:

- Supplier/Site Details
- Certification History - History summary all certifications associated with this supplier. (Beginning with certifications active as of 9/28/06.)
- Selected certification details
- Printed Certificate - If a copy of the supplier's certificate is available you can click on [View] to see a copy of the certificate.

Assessment Information - For those users that have been granted access, the Assessment information screen includes:

- Supplier/Site Details

- Assessment History
- Details from the selected assessment including the Assessment Result Summary and the Assessment Scoring.

4.0 Applications

OASIS is designed to accommodate multiple levels of data entry. When a user enters OASIS they will have access only to the data Applications for which they have authorization. OASIS will recognize which Applications are authorized for each user and only those Applications will be displayed on the screen. The Applications available are shown in the column on the left hand side of the screen, e.g. CRBs will have access to **Certificate / Assessment Add, Certificate / Assessment Modify, Certificate / Assessment View Details, Change Summary Search, Manage Watch List, Supplier Add, Supplier Edit, Users-Manage and Help - CRB.** Applications.

Prior to using an "Application" you should verify which organization you will be representing using the "Application". The organization you will be representing will be noted under "Organization" in the upper left hand corner.

Note: In most cases only one organization will be listed.

If you are authorized to act for more than one organization use the pull down tab to view the organizations that you are entering data for and select the appropriate organization by clicking on its name. To access an application click on the text of the application you wish to perform.

4.1 Direct vs. Indirect Input

In most cases CRBs will enter supplier and assessment data directly into the database however some sector schemes require the local NAIA as approval authority to review the supplier and assessment data prior to the data being "Published" into the database. In those cases the CRB will be given {Indirect Input} authority. When the CRB enters the supplier and assessment data the CRB's approving authority will receive an email informing them that data has been entered that requires their approval before "Publishing". The approving authority can then log into OASIS, review the data and give their approval for the data to be published.

4.2 Certificate / Assessment - Add

Certificate / Assessment - Add is used by a Certification Registration Body (CRB) to add certification or assessment data associated with a supplier into the database.

To use the Certificate / Assessment Add application click on Certificate / Assessment Add in the Applications area in the column on the left hand side of the screen and the first Certification and Assessment Data Input screen will appear. Any unpublished entries that are in process but not yet complete will be listed in the "Unpublished Entries" section of the screen. You can click on any of the entries in process to access that entry for completion of the data input process. You can also delete an unpublished entry from this screen without calling up the entry.

Please note if an entry has been submitted but rejected they will show up in the "Unpublished Entries" section of the screen with an "*".

To add a new certificate or assessment, click on [New Certificate / Assessment].

When you click on [New Certificate / Assessment] the "Certificate / Assessment Data Input" screen will appear. On this screen you select which type of supplier site entry you will be making; an Initial Certification entry, a Re-Certification entry or a Surveillance entry. With re-certification entries you have the option to bring data forward from a previous certification by checking the noted box. For surveillance entries bringing data forward from a previously published certification is required.

4.2.1 Initial Certification: If the entry is for an Initial Certification choose {Initial certification} and then click on [Continue].

The next screen that appears has a section for Certificate /Assessment details and a section for Assessment Only details. You should first complete the certificate details screen. You first search for the supplier site(s) for which you want to enter certification information. If you can not find the correct supplier site use the Supplier-Add application to add the supplier site.

Please Note: All suppliers sites are shared by all CRB's.

You should continue to [Search] for supplier sites until all of the sites affiliated with the certification are listed. Each supplier site includes buttons to refresh or delete the supplier site. Clicking on [Refresh] brings forward the most recent name and address information for that particular supplier site. Clicking [Delete] removes the site from the certificate.

You use the Certificate / Assessment details screen to select the standard that applies to the certification using the pull down menu. You enter the certificate number, the issue and expire dates and the certification scope. This is also where you upload a copy of the printed certificate. Guidelines for uploading a PDF copy of the certificate are provided when you click on [Upload Printed Certificate].

Note: The {Scope} field should include the scope as stated on the certificate.

Please Note: If you need to quit the data entry process before all of data entry is completed it is best to click the [Save] at the bottom of the screen to assure none of your progress is lost.

After completing the Certificate / Assessment details screen you can move down to the Assessment Only Details section of the screen. Enter the {audit start} and {audit end} date, and the number of {auditor days}. You must include at least one Aerospace Experienced Auditor for each assessment. Enter the Auditor(s) who performed the assessment by using [Search]. Continue entering auditors until all AEAs are listed. If an auditor was selected in error the auditor can be removed by clicking on [Remove].

Enter the "Summary" of the assessment including any relevant note you wish to be associated with the assessment. .

Note: The {Summary} field should include a brief summary of the audit and any general conclusions.

The next area for data entry is the "Assessment Report" which includes the "Assessment Result Summary" and the "Assessment Scoring". To begin entering data click on [Edit ARS Score].

Assessment Result Summary - Fill in the number of major, (MA) and minor, (mi) findings for each paragraph. You can click on the [Auto- Fill (min values)] to automatically populate the Assessment Result Summary. Include "observations/corrective actions request numbers". If the paragraph is not applicable check the N/A, or if not examined, N/E in accordance with appendix B of the 9101 standard. Clicking on [Calculate] will add the MA's and mi's in the results block.

Assessment Scoring - Click on the [Auto-Fill Score Based on ARS Data] and OASIS will enter the maximum points in every paragraph which had no findings. Those paragraphs which contained N/Es will also be given the maximum score. (These paragraphs are given the maximum score because it is assumed that if there was a finding for the paragraph from the previous audit this paragraph would be evaluated at this audit.) An N/A will appear for those paragraphs which had an N/A in the ARS data. A N/A is counted as zero in both the total points and the total possible points.

Note: If there is a finding in any ARS paragraphs the points will be left blank and a note will appear stating that the points need to be added.

Note: The score must reflect the situation at the moment of the assessment, ("snap shot"), and not the situation after correction of the non-conformities.

Click on [Calculate] and the "Total Points Possible", the "Total Points Achieved" and the "Score" will be displayed. Click [Save] to save your data entry.

If the data for all required fields has been entered a [Confirm Entry for Publish] will appear at the bottom of the screen. If this does not appear check work for incomplete fields. Click [Confirm Entry for Publish] and a screen will appear that will show the "Current State" of the certificate and the "Proposed Change" to the certificate that will occur once the new entry is published.

Click [Publish Entry] and a confirmation will appear if there are no validation errors.

Validation Errors - OASIS will check a number of data fields to validate that the data falls within acceptable parameters. For example if the Aerospace Experienced Auditor that performed the audit was not certified for the standard that the supplier was being audited to, a validation error will occur, and the assessment will not be accepted into the system. Validation errors will be displayed at the top of the screen with a description of the specific error.

If data validation shows no errors a pop-up screen will indicate that the Assessment was successfully entered in to the database. Click [OK] to acknowledge.

You can now choose another Application or Data Search operation.

Note: For those CRBs that require approval of their assessment data input prior to the data being published in to OASIS, data entry follows the same procedures except the [Publish] Button will be replaced with the [Submit for Approval] button.

4.2.2 Re-Certification: If the entry is for a Re-Certification choose {Re-Certification}. For Re-certifications you can choose to bring data forward from a previously published certificate by checking the noted box. If you choose not to bring data forward data entry follows the procedure described for Initial Certifications above.

If you choose to bring data forward, when you click [Continue] a search screen will appear for use to find an issued certificate already published in OASIS. You can choose to limit your search to only those suppliers for which you have issued certificates or you can uncheck the noted box to search for certificates issued by other CRBs for suppliers that are now your clients. When you click [Search] a list of certificates will appear that meet the search criteria. Select the appropriate certificate from which to bring data forward and click [Select]. The "Certificate and Assessment Data Input" screen will appear with the data brought forward. Continue data entry by completing all required data fields as explained in the above paragraphs for "Initial Entries".

4.2.3 Surveillance: If the entry is for a Surveillance choose {Surveillance} and click [Continue] and a search screen will appear for you to find the issued certificate for which you have performed the surveillance assessment that you are about to enter. You should limit your search to only those suppliers for which you have issued certificates unless your CRB has now taken over management, (purchased), another CRB. If the supplier has transferred its certification to your organization the first entry should be a re-certification. When you click [Search] a list of certificates will appear that meet the search criteria. Select the appropriate certificate from which to bring data forward and click [Select]. The "Certificate and Assessment Data Input" screen will appear with the data brought forward.

The data that has been brought forward in the "Certificate / Assessment" section of the screen is the data brought forward from the original certificate. In most cases the data will not be changed. If it is necessary to change this data click [Edit Certificate Information].

Please Note: By updating the certificate information data with this entry you will be issuing a new certificate for all of the suppliers linked with this certification once the entry is published.

For certificates with multiple sites, all sites are listed with an "Assessed in Audit" option and a "yes" or "No" next to each site. Only the site(s) actually visited at this assessment should be marked "Yes". You can change the {Yes/no} by clicking [Yes or NO] and selecting as appropriate.

Continue data entry by completing all required data fields as explained in the above paragraphs for "Initial Entries".

4.2.4 Tips for Creating PDF Files

Adobe software is used to create PDF's from the scans of the printed certificates, or from the software used to print the certificates. In both cases, there are options in the PDF creation process that will enable you to minimize the file size.

For a complete list of Adobe software options for creating PDF's, please visit Adobe's website at <http://www.adobe.com>.

Options for creating PDF's include:

1. Online service through [Adobe](#)
2. Create PDF's from [windows applications](#)

To keep the size of the file under the maximum file size limit of 300K, there are some key settings in the creation process that will affect the file size:

1. Resolution (Print Quality) - This is one of the largest factors in determining the file size. Acceptable readability can be achieved at 200. If your file size still exceeds 300K, you can reduce the resolution to 150 or "screen", and print a sample of the output to confirm readability.
2. Color - Black and White settings create smaller file sizes.

4.3 Assessment - Modify

Certificate / Assessment Modify is used by a CRB to modify an already published certificate or assessment for a certified supplier.

Note: Assessment Modify should be used only to correct a data entry error and not to change data of past assessments. All assessment modifications are forwarded to the IAQG Sector Rep for approval before being modified in the "published" database.

To use the **Certificate / Assessment Modify** application click on **Certificate / Assessment Modify** in the Applications area in the column on the left hand side of the screen and the Certificate / Assessment Modification search screen will appear. Below the search screen you will see two sections which list any assessments or certificates that are in the process of being modified but not yet completed. You can click on any of the assessments or certificates in progress to access for completion.

Note: In the [Search For] field you must select if you are modifying an assessment or a certificate. To modify a published entry complete the search interface and click on [Find Entries].

When you click on [Find Entries] a list of all of the assessments that fit the search criteria will appear. Click on the {certificate number} of the entry you wish to modify and that entry will appear.

You can now correct any errors to the entry.

Note: To make corrections in the "NC Score Summary" or you must first click [Edit ARS/Score Summary].

When making a certificate modification the current {Status} of the supplier is noted at the bottom of the screen. You can change the certification status of the supplier using the {New Status} field if necessary. Use the {Comment} field to note why it was necessary to modify the assessment.

Note: You must enter a comment to publish changes to a certificate / assessment. The comment should not include any information about the ARS/Scoring information details, since the reason for change may be visible to users who do not have access to this information.

When all corrections have been made, and the {Reissue date} has been entered click [Save] to save the corrections. Once saved you may then click [Confirm Entry for Submission].

Note: The changes must be saved before they can be submitted.

When the [Confirm Entry for Submission] is clicked a modification verification screen will appear. This screen shows the current state of the certification and the proposed change. If the information is correct click [Submit Entry for Approval].

Note: A change verification screen does not appear for assessment modifications.

If you would like to be notified when the modification is approved make sure the {Notify when Approved} is checked.

After all modifications are complete you can click on search for another assessment or certificate to modify or you can choose another Application or Data Search operation.

4.4 Certificate / Assessment - View Details

Certificate / Assessment - View Details is used by a CRB to view an already published certification or assessment of a certified supplier.

To use the **Certificate / Assessment - View Details** application click on **Certificate / Assessment - View Details** in the Applications area in the column on the left hand side of the screen and the Supplier Search screen will appear.

Fill in your search criteria and click on [Search]. You can choose the sort criteria for how you want the search results displayed.

Please note that you must select which type of search you want to perform, either a certification search or an assessment search.

Click on the supplier record you wish to view.

After viewing the supplier information you can click on return for another supplier to view or you can choose another Application or Data Search operation.

4.5 Supplier - Add

Supplier - Add is used by a Certification Registration Body (CRB) to add a certified supplier into the database.

To use the **Supplier - Add** application click on **Supplier - Add** in the Applications area in the column on the left hand side of the screen and the Supplier data entry screen will appear. Each Supplier site that is on the certificate should be added as a separate supplier record. You can click on the information icon [i] for an example of multiple supplier/site records. Enter all appropriate fields in both the "Supplier Details" and "Contact Details" areas. Some of the fields have selections that are access able via pull down tabs. Please select the appropriate IAQG Sector and CRB Status from the pull down tabs. The {Sort Name} field will default to the {Organization Name} field. You can see an example for the appropriate usage of the {Sort Name} field by clicking on the information icon [i]. Required fields are designated with an (*). The database will not permit the entry of a supplier if any of the required fields are left blank.

Note: If the supplier is an IAQG member company, or is a subsidiary of an IAQG member company, select the name of that IAQG member company from this list.

After the data entry is complete please review the screen and if all data is correct click the [Add Supplier] button. If the data entry was accepted a pop-up message will appear acknowledging that the supplier was successfully entered in to the database.

After all suppliers have been entered you can choose another Application or Data Search operation.

4.6 Supplier - EDIT

Supplier - EDIT is used by CRBs to edit an existing supplier record they have entered into the database.

To use the **Supplier - EDIT** application click on **Supplier - EDIT** in the Applications area in the column on the left hand side of the screen and an "Enter Search Criteria" screen will appear. Type in the name of the supplier and click on [Search] to find the supplier record. For faster

searches enter at least the first three letters of the Supplier's name. A blank search field will return all of the available records. Clicking [Search] will bring up a list of the supplier records available for editing.

Note: If the supplier is an IAQG member company, or is a subsidiary of an IAQG member company, select the name of that IAQG member company from this list.

Click on the Supplier you wish to edit then click on [Edit Organization Info]. The "Supplier Details" and "Contact Details" screen will appear. The "Reason for change" is a required field and must be entered. Make any necessary changes and click [Save Changes] to save your changes. A "Changes Saved Successfully" screen will appear. Click [ok] to acknowledge. After all editing of the supplier's record is complete you can click [Return] to begin another Supplier data edit. You can also use this screen to delete a duplicate supplier entry. Please note: If certifications or assessments are linked to the supplier OPSIS will not allow the supplier to be deleted. After all supplier editing is complete you can choose another Application or Data Search operation.

Note: A change of supplier data will not change the supplier data associated with previous certificates/assessments.

4.7 Users - Manage

Users - Manage is used to add, edit or remove any users associated with a particular organization. A CRB for example may assign its data entry responsibility to one or more persons within their organization. These persons would be the associated users for that CRB.

To use the **Users - Manage** application click on **Users - Manage** in the Applications area in the column on the left hand side of the screen. The next screen will give you the opportunity to manage the users within your organization or to manage the users of an organization for which you have approving authority.

The current users associated with the organization are listed in the lower section of the screen. There are three activities that can be performed from this screen. You can edit a user already associated with the organization, associate an existing user with the organization or add a new user to be associated with the organization. To edit an existing user click on [Edit] next to that users name. If you wish to add a new person to be a user associated with your organization first search the database to see if that person has all ready has a record in the database. You can limit your search for users by {First Name} or {Last Name}. By leaving any of these fields blank the search will return all entries for that field. If the user you wish to add is not currently in the database click [Create New User] and complete the registration form following instructions from paragraph 2.1.

Once a user has been selected you can use the "Manage Users" screen to edit the user detail and application privileges. Under "User Detail" you can designate the user role within the organization. Choose for the user to be {Active} or {Inactive} and note the {Start Date} and {End Date} for the user.

Note: If {Active} is not checked the user cannot act as an associate for the organization.)

The "Application Privileges" section is used to assign the application privileges for the user. Application privileges are granted by checking the box next to the privilege, or by selecting the privilege from the pull down menu.

Note: It is suggested that there be only one user for each organization granted the "Manage Users" privilege.

When you have completed the user information click [Return] to add, select or edit another user to be associated with the organization. When you have completed all manage user functions you can choose another Application or Data Search operation.