



AEROSPACE QUOTE REQUEST FORM



INSTRUCTIONS FOR COMPLETION:

Please ensure when completing this form it is downloaded and saved locally before completing. This interactive PDF should be opened and completed in Adobe Reader/Acrobat before resaving and returning to NQA.

IF YOU ARE A MULTI-SITE CLIENT PLEASE DOWNLOAD, COMPLETE AND RETURN THE NQA [MULTI-SITE SUPPLEMENT QUESTIONNAIRE](#).

1. Organisation details:

Company name (Legal entity requiring certification): Country:

Main office address:

Postcode: Website:

Contact name:

Job title:

Email:

Direct dial: Mobile:

2. Which management systems standards are you requiring certification for? (Tick all that apply)

AS9100 (Aerospace) Complete Section A

AS9120 (Aerospace) Complete Section A

Transferring your Certification Complete Section A & B

3. Integrated management systems:

Is your management system integrated with other standards and to what extent? Yes - full Yes - partial No

For further detail on integration approaches within management system standards, please [click here](#).

4. Please provide details of the breakdown of your employees at this location:

	Core hours	Shift 1	Shift 2	Shift 3	Total no. of employees
No. of staff:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please detail the processes and activities at this site:

5. Are you?

A new client? A transferring client? Adding a standard to your certification?

An existing NQA client? Expanding your scope of certification? Adding a site to your certification?

6. Requested scope of certification:

Note: The scope should explain succinctly the purpose and output covered by the management system; it should describe what the organisation does, not how it does it (e.g. the provision of architectural design services, or Information security management for...).

7. Do you provide installation, contract site works or undertake your business activity at client locations?

Yes No

8. Do you have outsourced or subcontracted activities?

Yes No

Please provide details of any externally provided processes, products and services:

9. Does the organisation have staff speaking in more than one language and/or use an interpreter?

Yes No

If yes, please specify which language/s:

10. Do you have a target assessment date?

11. At what stage of implementation are you in?

Researching Implementing System in place Already certified

12. Consultant use:

Are you using a consultant to help you implement/manage the management system?

Yes No

Consultancy name/contact info:

13. Where did you hear about NQA's service? (Tick all that apply)

Existing client	<input type="checkbox"/>	Event (exhibition or virtual)	<input type="checkbox"/>	Social media	<input type="checkbox"/>
Consultant recommendation	<input type="checkbox"/>	Promotional email	<input type="checkbox"/>	Advertising campaign	<input type="checkbox"/>
Professional recommendation	<input type="checkbox"/>	NQA website	<input type="checkbox"/>	Search engine (Google)	<input type="checkbox"/>

Other (please specify)

If you have any problems completing this form please call 0800 052 2424 (option 2) or email sales@nqa.com

If you choose to give us any personal information (for example your e-mail address) we will treat this information in line with our privacy notice which can be located here: <https://www.nqa.com/en-gb/privacy>. We will only use the information provided to respond to your enquiry and provide you with any information or materials requested. By submitting this information you are requesting a quote for services from NQA and a subsequent quote letter will be issued to you based on the information provided within this form.



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SECTION A - AS9100 & AS9120

1. What is your site structure?

Type of Site:	<input type="checkbox"/> Single Site Description: An Organization that operates at one site	<input type="checkbox"/> Multiple Site Description: An Organization having an identified central function and a network of sites at which activities are fully or partially carried out. All sites must be doing substantially the same manufacturing and/or value added process	<input type="checkbox"/> Campus Description: An Organization with more than one site having an identified central function and a decentralised, sequential, linked product realisation process.	<input type="checkbox"/> Several Sites Description: An Organization having an identified central function and a network of sites that do not meet the criteria for a multiple site or campus Organization. Several sites are listed on the same certificate
Eligibility Criteria: Check/Tick if Yes Note: An Organization must meet all criteria	<input type="checkbox"/> Stand-alone self supporting organization, with no value stream dependencies from related companies, operating under the same quality management system. <input type="checkbox"/> One address.	<input type="checkbox"/> All sites shall have a legal or contractual link with the central office. <input type="checkbox"/> There is one quality management system with centrally controlled management review and internal audits. <input type="checkbox"/> The central office can require other sites implement corrective actions. <input type="checkbox"/> There is a central collection and analysis of data (metrics, etc.), with the ability to initiate Organizational change. <input type="checkbox"/> All quality processes at all sites are substantially (i.e. >80%) the same and are operated to the same methods and procedure. For example: A company with multiple sites with one overall scope, though some sites may do a reduced part of this scope. Note: One address per site. Some sites may conduct fewer processes than others.	<input type="checkbox"/> All sites shall have a legal or contractual link with the central office. <input type="checkbox"/> There is one quality management system with centrally controlled management review and internal audits. <input type="checkbox"/> The central office can require other sites implement corrective actions. <input type="checkbox"/> There is a central collection and analysis of data (metrics, etc.), with the ability to initiate Organizational change. <input type="checkbox"/> The outputs from one site are an input to another site to realise the final product or service; a single value stream. Note 1: There can be dissimilar processes at different sites or combination of sites that contribute to the same overall product or service. For example: A company where site 1 bends raw material, site 2 welds the material, site 3 does integration, final assembly and test and site 4 ships the final product would be a good example of a Campus structure. Note 2: More than one product or service may be realised provided they are substantially (i.e. >80%) the same (e.g. a family of products) and realised through the same methods and procedures. For example: A company that manufactures aircraft hydraulic pumps and aircraft hydraulic actuators would satisfy this requirement.	<input type="checkbox"/> All sites shall have a legal or contractual link with the central office. <input type="checkbox"/> There is one quality management system with centrally controlled management review and internal audits. <input type="checkbox"/> The central office can require other sites implement corrective actions. <input type="checkbox"/> There is a central collection and analysis of data (metrics, etc.), with the ability to initiate Organizational change. <input type="checkbox"/> Quality processes at each of the site are not substantially similar (i.e. >80% similar) and each site can realise different product or service. For example: <ul style="list-style-type: none"> The corrective action processes at all of the sites are not administered the same way. The nonconforming product process is not similar across all of the sites The manufacturing processes are not similar (one site manufactures hydraulic actuators while another site manufactures structural components).

SECTION A - AS9100 & AS9120

2. Do you undertake design and development of products and services?

Yes No

If yes, please detail the number of staff engaged in design activities:

3. Please list the requirements of AS9100 that you do not deem applicable to the proposed scope:

4. Is your AQMS system (AS9100 and/or AS9120) compliant?

Yes No

If your system has not been upgraded, when do you plan to do this?

5. Do you currently have any classified material or export control requirement work?

Yes No

Often referred to as ITAR = International Traffic in Arms Regulations (I AR) is a set of United States government regulations that control the export and import of defence-related articles and services on the United States Munitions List (USML)

6. How long has your management system been in place?

7. Do you have a target assessment date?

8. Please detail any standards, regulations, or laws that your company must comply with (if applicable):

ANSWER THE FOLLOWING QUESTIONS IF YOU WISH TO TRANSFER YOUR CERTIFICATION FROM YOUR CURRENT CERTIFICATION BODY.

Please complete one transfer set of questions per certificate you wish to transfer to NQA.

1. Certificate details:

Certificate number	Standard	Valid until date	Certification Body
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Reason for transferring:

3. Are your certifications currently active?

Yes No

4. Have any complaints been raised against your organisation to your certification body, or is a regulatory body currently engaged with or investigating you in relation to activities you are certificated for? (e.g. HSE for health and safety breaches)

Yes No

If yes, please provide more information:

5. Please detail the number of open major and/or minor non-conformities on this certificate:

No. of minors	No. of majors
<input type="text"/>	<input type="text"/>

If one or more, please provide details:

6. How frequently do you receive audits from your current certification body?

Annually 6 monthly Other

7. Please detail your last audits up to and including the latest recertification or stage 2 audit:

Audit type (Surveillance/Recert/Stage 2/Special)	Audit duration	Audit date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To support your transfer please provide the following:

- Copies of your certificates
- Audit reports for all audits conducted up to and including your last Recertification or Stage 2 audit
- Corrective action plan(s) for any non-conformances

If the required supporting documents are not provided a transfer may not be possible. NQA will contact your existing certification body to verify the validity of your certification. **Please note:** Do not cancel your certification with your existing certification body until the transfer process has been completed by NQA and you have received an NQA Certificate.