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AEROSPACE STANDARD



AS7003

REV.
B

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NATIONAL AEROSPACE AND DEFENSE CONTRACTORS ACCREDITATION PROGRAM (NADCAP)

PROGRAM REQUIREMENTS

FOREWORD

For some time, the Department of Defense (DoD) has been pursuing the concept of a national certification and accreditation program that is nongovernment-sponsored, industry-supported, and government-endorsed and utilized.

At the DoD/SAE/ASTM "Equal Partner" conference in December 1985, the April 1986 Multinational Military Standardization Seminar, and the July 1986 Defense Standardization and Data Management Conference, industry and the DoD highlighted the following key elements for a successful program: (1) a certification or accreditation system that includes informational feedback, (2) a verification system that incorporates audit reviews, (3) sponsorship by nationally recognized private sector organizations with government participation, and (4) a time frame that provides for harmonious transition from the various programs and systems in use today.

That endorsement of the concepts of industry driven, certification and accreditation activities and acknowledgment of the need for a national certification and accreditation approval program appeared to be very timely considering the directed implementation of the recommendations of the President's Commission on Defense Management, specifically the use of commercial products.

SAE expressed a willingness to cooperate with the DoD in the establishment of national policies and procedures for the formation of a U.S. certification, accreditation, and verification program. At its Spring 1987 meeting the Aerospace Council requested that the AMS Division of SAE develop a proposal for a Third-Party Qualification or Accreditation Program.

By September 1987, the first meeting of an ad hoc committee was held to define the framework to develop a national qualification/accreditation program that would truly meet industries needs. This committee was to become known as the Management Committee of the National Aerospace and Defense Contractors Accreditation Program (NADCAP) and is now recognized as NADCAP.

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FOREWORD (Continued)

At its May 1988 meeting the SAE Aerospace Council unanimously approved implementation of two proposed pilot programs: (1) AMD NDT Suppliers Accreditation Program and (2) AMD Sealants Manufacturers Accreditation Program.

NADCAP envisions many benefits of the accreditation program including (1) dramatically reduced costs of quality assurance for original equipment manufacturers (OEMs), (2) improved product quality via in-house continuing surveillance, (3) improved quality and reliability of parts and suppliers to the replacement market, (4) uniformity of audit criteria, (5) reduced receiving inspection and testing at OEMs, (6) reduced cost to suppliers via dramatically reduced audits and surveillance, and (7) eventually reduced costs of Contract Administration Services (CAS) agency efforts. NADCAP accreditation assures a total quality product, process, or service and promotes total quality management (TQM).

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1. SCOPE:

- 1.1 This Aerospace Standard (AS) documents the requirements for implementing NADCAP industry consensus-based accreditation programs.
- 1.2 Under these programs a supplier of an accredited product, process, or service is authorized by NADCAP to use the program's mark (a mark of conformity) and a certificate to indicate that the accredited product, process, or service is in compliance with applicable standards and/or specifications.
- 1.3 The procedures in this document are based on ISO/IEC Guides for third-party certification, registration, and accreditation programs where these guides do not violate United States laws. The adoption of these guides allows International harmonization of requirements for certification, registration, and accreditation.
- 1.4 Covered in this standard are the operations of the NADCAP Management Council with its committees and task groups, NADCAP headquarters and field personnel, procedures for conducting audits, awarding accreditation, and continuing surveillance of suppliers. Supporting SAE Aerospace Standards define requirements for supplier compliance with NADCAP requirements for each individual product, process, or service to be accredited. Supporting Audit Criteria documents may be available containing the checklist to be used for that program.

2. REFERENCES:

The following publications form a part of this standard to the extent specified herein. The latest issue of all publications shall apply.

2.1 Applicable Documents:

- 2.1.1 PRI Publications: Available from PRI, 161 Thornhill Road, Warrendale, PA 15086.

NADCAP Operating Procedures

2.2 Definitions:

The definitions used in accreditation program are those from ISO/IEC Guide 2-1986, "General terms and their definitions concerning standardization and related activities."

- 2.2.1 For use within NADCAP, the following additions or exceptions shall apply:

- 2.2.1.1 ACCREDITATION: Formal recognition that a producer is competent to furnish a specified product, process, or service.

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- 2.2.1.2 DELEGATION: The granting of authority for decisions or actions to another person, body, party or organization. The original party holding authority retains responsibility for the decision or action.
- 2.2.1.3 FAILURE: Demonstrated and continuing nonconformance to established standards for accreditation unmitigated by demonstration of corrective action.
- 2.2.1.4 OVERSIGHT: Established criteria for monitoring delegation to assure compliance with objectives.
- 2.2.1.5 PRODUCER: The manufacturer, distributor, supplier, or other party providing the product, process, or service who is responsible for assuring conformity with all requirements of the referenced standards or specifications and is authorized to use the mark or certificate of conformity.
- 2.2.1.6 SPECIFICATION: A concise statement of requirements to be satisfied by a product, process, or service indicating, whenever appropriate, the procedure by which it may be determined whether the requirements given are satisfied. Insofar as is practicable, the requirements of a specification are to be expressed in exact numerical terms describing applicable limits.
- 2.2.1.7 STANDARD: A prescribed set of conditions and requirements, established by authority or agreement, for continuous application. A standard takes the form of a document containing a set of conditions to be fulfilled, or an object of comparison.
- 2.2.1.8 THIRD-PARTY CERTIFICATION: A form of certification in which the producer's claim of conformity is validated, as part of a third-party certification program by a technically and otherwise competent body other than one controlled by the producer or the buyer.
- 2.2.1.9 THIRD-PARTY TESTING/INSPECTION BODY: An organization that possesses the necessary technical competence and that is other than one operated or controlled by a manufacturer, supplier, or buyer of a certified product or service in that it has no organizational, financial, or commercial involvements with the producer or buyer that might pose a potential conflict of interest (i.e., ISO 9000 Registrar).
- 2.2.1.10 WITHDRAWAL OF ACCREDITATION: Accreditation is withdrawn prior to the specified expiration date.
- 2.2.1.11 WITHHOLDING OF ACCREDITATION: Following review of the audit report package, accreditation is not granted for failure to satisfactorily address nonconformances.

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- 2.2.2 Additional relevant definitions from ISO/IEC Guide 2 - 1986 are applicable, the most relevant being essentially quoted below.
- 2.2.2.1 **CERTIFICATE OF CONFORMITY:** Document issued under the rules of a certification system, indicating that adequate confidence is provided that a duly identified product, process, or service is in conformity with a specific standard or other normative document.
- 2.2.2.2 **CERTIFICATION OF CONFORMITY:** Action by a third party, demonstrating that adequate confidence is provided that a duly identified product, process, or service is in conformity with a specific standard or other normative document.
- 2.2.2.3 **CERTIFICATION SYSTEM:** System that has its own rules of procedure and management for carrying out certification of conformity.
NOTE: 1) Certification systems may be operated at, for example, national, regional, or international level.
2) The central body that conducts and administers a certification system may decentralize its activities and rights to certify conformity.
- 2.2.2.4 **CERTIFICATION PROGRAM:** Certification system as related to specified products, processes, or services to which the same particular standards and rules, and the same procedure, apply.
NOTE: The term "certification scheme" is used in some countries to cover the same concept as "certification program".
- 2.2.2.5 **CERTIFICATION BODY:** Body that conducts certification of conformity.
NOTE: A certification body may operate its own testing and inspection activities or oversee these activities carried out on its behalf by other bodies.
- 2.2.2.6 **CONFORMITY:** Fulfillment by a product, process, or service of all requirements specified.
- 2.2.2.7 **INDUSTRY CONSENSUS ACCREDITATION:** A third-party audit to consensus national standards, reviewed and approved by the second party (i.e., NADCAP).
- 2.2.2.8 **INSPECTION BODY (FOR CERTIFICATION):** Body that performs inspection services on behalf of a certification body.
- 2.2.2.9 **INTERLABORATORY TEST COMPARISONS:** Organization, performance, and evaluation of tests on the same or similar items or materials by two or more laboratories in accordance with predetermined conditions.
- 2.2.2.10 **MARK OF CONFORMITY (FOR CERTIFICATION):** Protected mark, applied or issued under the rules of a certification system, indicating that adequate confidence is provided that the relevant product, process, or service is in conformity with a specific standard or other normative document. NADCAP is a registered trademark.

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- 2.2.2.11 (LABORATORY) PROFICIENCY TESTING: Determination of laboratory testing performance by means of interlaboratory test comparisons.
- 2.2.2.12 TEST: Technical operation that consists of the determination of one or more characteristics of a given product, process, or service according to a specified procedure.
- 2.2.2.13 TEST METHOD: Specified technical procedure for performing a test.
- 2.2.2.14 TEST REPORT: Document that presents test results and other information relevant to a test.
- 2.2.2.15 TESTING LABORATORY: Laboratory that performs tests. NOTE: The term "testing laboratory" can be used in the sense of a legal entity, a technical entity or both.
- 2.2.2.16 THIRD PARTY: Person or body that is recognized as being independent of the parties involved, as concerns the issue in question (i.e., ISO 9000 Registrar). NOTE: Parties involved are usually supplier ("first party") and purchaser ("second party") interests.
- 3. NADCAP GENERAL PROGRAM DESCRIPTION:
 - 3.1 NADCAP provides a basic uniform method for assessing and accrediting the capability of suppliers to meet specific program requirements.
 - 3.2 NADCAP identifies suppliers who have demonstrated a capability of providing an identified process, product, or service of specified quality.
 - 3.2.1 NADCAP initially determines supplier capability through audits and information provided by suppliers. Continuing supplier capability is determined through efforts including continuing surveillance, periodic follow-up audits, proficiency evaluations, and evaluation of information received from suppliers, inputs from users concerning supplier's continuing performance, and supplier's information on generic and specific problems from data bases.
 - 3.2.2 NADCAP utilizes finished items and other techniques to maintain continuing awareness of supplier capability and proficiency. For some NADCAP commodities there is continuing surveillance through ongoing inspections or reviews of inspection and tests on supplier processes and finished items to assure compliance with the specified requirements.
 - 3.3 Suppliers apply for accreditation by submitting an application with the necessary information and fees. The application is reviewed by the NADCAP staff and audit personnel are assigned. The audit is conducted using NADCAP approved checklists. The duration of the audit is a function of specific program requirements. The auditor's observations and recommendation are reviewed in accordance with NADCAP Operating Procedures. Upon demonstration of compliance with requirements, accreditation is granted.

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- 3.4 NADCAP accredited suppliers are included on the NADCAP Qualified Manufacturers List (QML) along with their qualified products, processes, or services.
- 3.4.1 The QML shall be published, at a minimum, semi-annually and is available to subscribing users of the products, processes, and services through an international on-line network (accessed by a personal computer with a modem). This data management system provides complete information on pending and accredited suppliers with addresses, points of contact, commodities qualified to specification, and any limitations in available services; a list of suppliers by commodity by geographical area; scheduling of audits cross-referenced between auditor and supplier; news alerts and electronic mail.
- 3.4.2 Information on accreditation status of suppliers shall be maintained current by NADCAP staff. Suppliers shall provide PRI with information requested and shall maintain this information on ownership; organization, management, and key staff, location, equipment, procedures, etc. current.
- 3.4.3 NADCAP accreditation applies only to suppliers of products, processes, and services and not to certification of individual personnel or product. A product, process, or service provided by an accredited supplier may require certain qualification requirements. Such qualification may be witnessed by the NADCAP audit/inspection personnel.
- 3.5 Due process is provided to suppliers by means of the NADCAP appeals procedure.
- 3.6 NADCAP is administered with confidentiality by the NADCAP Management Council.
- 3.7 Detailed requirements, audit criteria, and surveillance criteria are prepared by the appropriate task group(s) operating under the NADCAP Management Council.
4. ORGANIZATION OF NADCAP:
- 4.1 NADCAP Management Council:
- The organization of NADCAP is illustrated in Figure 1.
- 4.1.1 The NADCAP Management Council is the managing body of NADCAP. Membership and operations are in accordance with the most recent revision of the NADCAP Operating Procedures.

NADCAP STRUCTURE

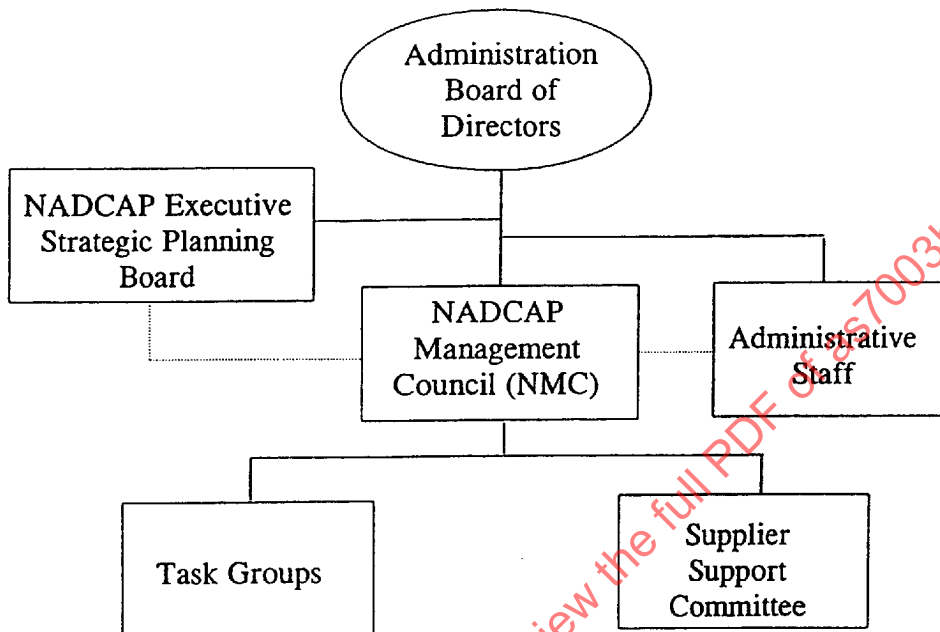


FIGURE 1 - NADCAP Organization

4.1.2 The NADCAP Management Council shall be responsible for:

- a. Oversight - Oversee the operation of NADCAP from a customer/government perspective and verify that NADCAP is achieving its objectives
- b. Self-Governance - Appoint ad hoc audit teams to monitor NADCAP operations
- c. Policy and Procedures - Establish and implement policy and procedures for the NADCAP process
- d. Task Group Coordination & Development - Horizontal integration of task group activities to reduce variability of activities
- e. Appeals - Rectify appeals of unresolved issues concerning accreditation
- f. Continuous Improvement - Continually identify, develop and deploy improvement to the processes of NADCAP.

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- 4.1.3 NADCAP Accreditation is granted by the NADCAP Management Council, although they delegate authority for the accreditation decision to the Task Groups. There shall be established criteria for oversight of the accreditation process.
- 4.2 Task Groups:
- 4.2.1 The Task Groups shall be composed of personnel with expertise in the particular product, process, or service for which suppliers are to be accredited. A separate Task Group will be formed for each individual NADCAP commodity.
- 4.2.2 The Task Groups shall operate in accordance with the most recent revision of the NADCAP Operating Procedures.
- 4.2.3 The Task Group shall have specific responsibilities for the accreditation program including:
- a. Accreditation Process - Deploy the accreditation process including the decision to accredit the supplier
 - b. Recommendations for Auditor Hiring and Training Needs - Interview and make recommendations on hiring and training
 - c. Standard & Checklist Development - Prepare and maintain standards and checklists
 - d. Metrics - Develop and maintain metrics to measure the health of the task group activities and the suppliers of the task group.
 - e. Continuous Improvement - Continually identify, develop and deploy improvement to the processes of NADCAP internally, as approved by the task group.
- 4.2.4 Task Groups may delegate authority for the accreditation decision to the NADCAP staff. There shall be established criteria for delegation to NADCAP staff and oversight of delegated accreditation decisions shall be maintained.
- 4.3 The Supplier Support Committee Operation:
- 4.3.1 The NADCAP Supplier Support Committee has specific responsibility for the following:
- a. Support - Provide a forum for suppliers to support the current NADCAP process in a proactive and continuous basis.
 - b. Communication - Provide opportunities to discuss and review best practices through technical discussions, meetings and presentations with published results and metrics.
 - c. Continuous Improvement - Continually identify, develop and recommend to Council improvements to the processes of NADCAP.

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- 4.4 The NADCAP Executive Strategic Planning Board Operation:
- 4.4.1 The Executive Strategic Planning Board has specific responsibility for the following:
- a. Resources - Support existing task groups by providing technical experts.
 - b. Strategic Planning - Develop strategic plan and vision for the NADCAP process
 - c. Prime Contractor Involvement - Promote the use of NADCAP internally (quality, engineering & procurement) and among prime contractors
 - d. Support Launch of New Task Groups - Where appropriate provide resources to support new accreditation programs.
 - e. Affordability - Be the affordability advocate for all constituencies of the NADCAP process while assuring the quality and integrity of the NADCAP process.
 - f. Continuous Improvement - Continually encourage and assist Council to identify, and recommend improvements to the NADCAP process.
- 4.5 NADCAP Staff:
- 4.5.1 A NADCAP executive working with the NADCAP Management Council, Task Groups, and committees, and the necessary NADCAP staff, shall carry out the day-to-day operations. All NADCAP administrative operations shall be free from control by anyone having a direct commercial interest in any products, processes, or services for which suppliers are to be accredited.
- 4.5.2 The NADCAP staff shall be responsible for all administrative functions including:
- a. Task Group Coordination -- Facilitate the normal and regular operations associated with the technical task group, NADCAP Management Council, and the Supplier Support Committee.
 - b. Auditor Maintenance -- Contract, schedule, and train auditors under the auspices of the technical task group.
 - c. Succession Planning -- Facilitate the staffing of positions on the NADCAP Management Council and the technical staff groups.
 - d. Information management -- Manage and coordinate all information transfer, electronic and paper, associated with the NADCAP process.
 - e. Internal Quality -- Provide assurance through internal audits, metrics, and other methods that the staff processes are being conducted to the requirements contained herein.
 - f. Continuous Improvement -- Support NADCAP, continually identify, develop, and deploy improvement to the processes of NADCAP.

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4.6 Appeals Committee:

4.6.1 An ad hoc Appeals Committee shall be appointed and convened as necessary by the NADCAP Management Council to consider appeals of unresolved issues following a Task Group Panel conference. Each Appeals Committee shall be composed of individuals with expertise in assurance programs and in the product, process, or service in question.

4.6.2 The Appeals Committee shall hear and rule on complaints involving withholding or withdrawal of accreditation.

4.6.3 The Appeals Committee may recommend that a complaint be heard by the User members of the NADCAP Management Council.

4.7 Audit Committee:

An ad hoc Audit Committee shall be appointed by and report to the NADCAP Management Council. The Audit Committee shall be composed of individuals recognized for their expertise in accreditation management.

The Audit Committee shall conduct periodic reviews of the entire accreditation program, including NADCAP staff activities. Recommendations for improvement shall be made to the NADCAP Management Council.

5. NADCAP MEMBERSHIP:

5.1 General Requirements:

5.1.1 The membership of the NADCAP Management Council, committees, panels, and task groups consists of individuals selected based on a need for their particular services or individual qualifications. Membership shall not be conditional on membership in any association or group. In addition to providing technical expertise, NADCAP Management Council members shall render policy guidance to the working panels and task groups. Membership of working panels and task groups consists of individuals chosen to enhance committee recognition as competent and authoritative in its field.

5.1.2 Membership and appointment of officers shall be in accordance with the NADCAP Operating procedures.

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- 5.1.3 The Chairperson of each NADCAP body shall review the committee membership periodically for the purpose of retaining only those members that actively contribute to the effectiveness of NADCAP. Members who are absent without alternate representation from three consecutive committee meetings shall be dropped automatically unless the Chairperson determines that other circumstances warrant retention. Other indications of inactivity, such as failure to reply to a majority of the questionnaires and ballots circulated to the members, may also be considered cause for removing a person from membership status. The Chairperson shall write a letter to each member removed from a committee, thanking them for services rendered to the committee and stating that they are being removed from committee membership in accordance with rules of NADCAP.
- 5.2 Membership of NADCAP Management Council:
- 5.2.1 All NADCAP Management Council members are appointed or confirmed by the NADCAP Management Council Chairperson in accordance with the NADCAP Operating Procedures. The Chairperson shall be assisted by the NADCAP Program Director in these appointments. Appointments and resignations from the NADCAP Management Council shall be noted in the meeting minutes.
- 5.2.2 The Chairperson of the NADCAP Management Council shall be appointed or reconfirmed annually by the Governing Board. The NADCAP Management Council Chairperson shall, working with NADCAP staff, the NADCAP Management Council, and Task Groups, shall review and act on recommendations made by the NADCAP Executive Strategic Planning Board, and NADCAP members.
- 5.3 Membership of Task Groups:
- 5.3.1 Members of NADCAP Task Groups are appointed by the Task Group Chairperson in consultation with the Staff Engineer. These appointments shall be made in accordance with the NADCAP Operating Procedures and reflected in the Task Group meeting minutes.
- 5.3.2 Appointments of Task Group Chairpersons shall be made by the NADCAP Management Council Chairperson in accordance with the NADCAP Operating Procedures and in consultation with the NADCAP Program Director. These appointments shall be reflected in the meeting minutes of the NADCAP Management Council.
- 5.3.3 Appointments of Vice-Chairpersons and Secretaries shall be by the Task Group Chairperson in consultation with the Staff Engineer. These appointments shall be reflected in the Task Group meeting minutes.

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- 5.4 Membership of Supplier Support Committee:
- 5.4.1 Members of NADCAP Supplier Support Committee are appointed by the Chairperson of the Supplier Support Committee in consultation with the PRI Staffperson. These appointments shall be reflected in the meeting minutes of the Supplier Support Committee.
- 5.4.2 Appointment of the Supplier Support Committee Chairperson shall be made by the NADCAP Management Council Chairperson in accordance with the NADCAP Operating Procedures and in consultation with the NADCAP Program Director. These appointments shall be reflected in the meeting minutes of the NADCAP Management Council.
- 5.4.3 Appointments of Vice-Chairpersons and Secretaries shall be by the Supplier Support Committee Task Group Chairperson in consultation with the PRI Staffperson. These appointments shall be reflected in the meeting minutes of the Supplier Support Committee.
- 5.5 Membership of the NADCAP Executive Strategic Planning Board:
- 5.5.1 The NADCAP Executive Strategic Planning Board is an independent advisory committee involved in providing resources, strategic planning, promotion of NADCAP, and affordability issues. The NADCAP Executive Strategic Planning Board serves under the Board of Directors of the governing body and participation is by invitation of that Board.
6. DOCUMENTATION:
- 6.1 Documents are prepared by the NADCAP Management Council to establish an accreditation program for suppliers of a product, process, or service. NADCAP documents are industry consensus standards and the rules of the American National Standards Institute (ANSI) governing preparation of consensus standards shall apply.
- 6.2 NADCAP shall define the requirements for accreditation in published documents. These documents may be published as SAE Aerospace Standards after balloting to the SAE Aerospace Council or requirements for accreditation may be derived from other nationally recognized standards. Corresponding audit criteria (checklists) documents, if applicable, shall be made available to the SAE Aerospace Council for review upon request. The requirements for NADCAP operations as contained herein shall be published as SAE Aerospace Standards. NADCAP audit criteria (checklists) shall be published in a form deemed appropriate by NADCAP Management Council.
- 6.3 Where a corresponding SAE technical committee exists, standards for NADCAP accreditation programs shall be submitted to SAE for review by the appropriate SAE Technical Committees. Corresponding audit criteria (checklists) documents shall be made available for review upon request.
- 6.4 All comments resulting from circulations to SAE shall be resolved by the Task Group Chairperson or the document Sponsor in accordance with the requirements herein and the NADCAP Operating Procedures.

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- 6.5 The NADCAP Management Council shall delegate the preparation of audit criteria and proposed SAE Standards to the Task Group established for the specific product, process, or service to be supplied. The vote of the Task Group shall be recorded as the official vote and this vote shall be reported to the SAE Aerospace Management Council. NADCAP Management Council shall be balloted and their comments shall be addressed by the Task Group. The Chairperson of the Task Group shall assign sponsorship of the document. The Sponsor of the document is a member who is charged with the preparation of the first draft and resolution of all essential comments resulting from circulation of the document.
- 6.6 Every effort shall be made to obtain the unanimous approval of all members. The document shall be considered approved by one of the following methods:
- a. Submitted on a letter ballot to the NADCAP Management Council, the document shall be considered approved 3 days following the closing date on the ballot provided that (1) at least one-half of all members receiving a ballot have responded and have not waived their vote and (2) approving ballots have been returned by at least three-quarters of the responding committee members. The number of waivers associated with a particular vote shall be subtracted from the total voting membership when applying the one-half voting response rule, with the limitation that the total voting membership may not be reduced by more than 20%. Dissenting votes must be resolved or forwarded with the document to the SAE staff.
 - b. Submitted for final voice vote approval at a meeting of the NADCAP Management Council, the document shall be considered approved, provided the document has been circulated to all committee members at least two weeks prior to the meeting and provided verbal approval (or written approval by absentees) is received from at least three-quarters of the committee's total members entitled to and not waiving their vote.
- 6.7 This procedure shall be followed by each Task Group prior to submitting the document to the NADCAP Management Council for consideration. The NADCAP Management Council shall follow this procedure for documents that are not forwarded from a NADCAP Task Group prior to submitting the document to the SAE staff for its consideration. If all dissenting views cannot be resolved by the Task Group, Sponsor, or NADCAP Management Council, the dissenting views and related reasons, including those of liaison and consultant members, shall be submitted with the document for consideration by the appropriate SAE Aerospace Council committee(s).
- 6.8 Dissenting views and supporting reasons relating to other than the technical content of the document shall be referred to the NADCAP staff for advice.

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- 6.9 Each proposed NADCAP document submitted to SAE for final approval shall be accompanied by supporting information from the NADCAP Management Council to the effect that reasonable efforts have been made to assure that:
- All substantially concerned parties who are technically competent have had an opportunity to express their views, and these views have been given due consideration
 - Due consideration has been given to the existence of other comparable standards having national acceptance in the given field
 - There is no unfair discrimination inherent in the proposed standard
 - Assurance has been obtained from those concerned that the proposed standard, when properly used, shall provide a satisfactory level of technical quality in its subject area
 - A consensus exists of those substantially concerned with the provisions of the proposed standard
- 6.10 The technical content of a NADCAP document shall not be altered by an SAE Technical Committee or Aerospace Council without referring the proposed alterations back to the NADCAP Management Council.
7. MEETINGS:
- 7.1 Time: Meetings are held at a minimum annually and are subject to call by the Chairperson. The NADCAP staff shall aid the Chairperson in avoiding conflicts of dates or locations.
- 7.2 Notices: Meeting announcements shall be mailed to all members in sufficient time for members to arrange attendance. When sent to committee members, these announcements constitute invitations to send technical representatives to the meeting if they so desire. In addition, the NADCAP staff shall, when requested by the Chairperson, send notices of the meeting to noncommittee personnel who are invited to attend the meeting.
- 7.3 Agenda: The Chairperson shall issue a detailed agenda at least two weeks prior to the meeting. This agenda may be distributed by the Chairperson or by the NADCAP staff.
- 7.4 Voting: Except with respect to the coordination and approval of documents, as covered herein, actions by the NADCAP Management Council or any of its subgroups shall be in accordance with the most recent revision of the NADCAP Operating Procedures.
- 7.5 Minutes: The Chairperson shall assure that accurate minutes are provided to the NADCAP staff. The minutes of all meetings shall be prepared and issued promptly by a member of the NADCAP staff and shall be subject to confirmation, with corrections if necessary, by written vote or at the following meeting. Copies of all NADCAP meetings shall be circulated to all members of NADCAP Management Council, all individuals present at the meeting, and those who request copies through the NADCAP staff. NADCAP Management Council meeting minutes shall be provided to all Task Group and Committee members of NADCAP.

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- 7.5.1 In the preparation of minutes, every effort shall be made to avoid significant omissions, errors, and ambiguity. This is particularly important as the minutes shall be distributed to individuals outside the committee. In recording actions on documents, if possible, the reasons for committee action are also to be recorded. The following standard note shall be inserted below the title and date of each set of minutes:

These minutes are not final until confirmed by the NADCAP Management Council in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from NADCAP Management Council and shall not be considered as such by any agency.

8. PERSONAL CODE OF ETHICS AND CONFLICT OF INTEREST:

- 8.1 The requirements of this section shall apply to all NADCAP staff, auditors, and members of NADCAP.
- 8.2 It is expected that all individuals involved with the NADCAP activity shall exhibit accepted professional standards of conduct and to uphold and advance the integrity of NADCAP.
- 8.3 Each individual acting for or in the name of NADCAP has an inherent responsibility to uphold their position of trust relative to public interest. It is expected that each individual exercise impartial professional judgment to assure confidence in the integrity of NADCAP by avoiding conflicts of interest in all NADCAP related activities.
- 8.4 When a competing interest has the potential to preclude or impair exercising one's independent professional judgment or unreasonably jeopardize the integrity of the NADCAP activity, that individual should voluntarily disassociate themselves from that particular activity, whether it be committee discussion, deliberations, and decision-making or an audit activity.
- 8.5 Any person associated with the NADCAP activity who believes that continued participation by any other person may jeopardize the integrity of NADCAP should bring the matter to the attention of the NADCAP Management Council.
- 8.6 All individuals associated with the NADCAP audit review process shall maintain proprietary or confidential information with which they become familiar as a result of their exposure to the supplier and/or reports during the accreditation process appropriately. Information of this type shall not be shared with individuals or organizations having no right to this information.
- 8.7 All individuals associated with the NADCAP audit and review process shall avoid using undue influence or personal conversations to influence the audit results or the review process.

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9. ADMINISTRATION AND OPERATION:

- 9.1 There shall be documentation defining the administration and operation of NADCAP. This documentation shall describe at a minimum the accreditation process, the requirements for accreditation, pricing of accreditation, and the appeals process. This documentation shall be available upon request.
- 9.1.1 NADCAP shall not knowingly accredit any facility where the applicant and/or any of its principals:
1. Are presently debarred (or proposed), suspended, or declared ineligible for the award of contract by any Federal Agency
 2. Have within a three year period preceding this application, been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
 3. Are presently under indictment for, or otherwise criminally or civilly charged by a governmental entity, with commission of any of the offenses above
- 9.1.2 Audits shall be scheduled and confirmed with consideration of involved parties and with sufficient notification for appropriate arrangements. Periodic unscheduled audits shall not be confirmed, but performed in coordination with NADCAP staff. Audits shall be conducted during normal business hours without disruption of normal supplier operations.
- 9.1.3 Audits shall utilize the latest issue of audit criteria.
- 9.1.4 Audits shall be performed to technical requirements and criteria using only identified specific documents and the latest interpretations.
- 9.1.5 Auditing shall be conducted in a professional manner. Audit observers shall not participate in actual auditing.
- 9.1.6 Audit nonconformances and observations shall be documented and reviewed with the supplier before leaving the audit site. A responsible supplier management official shall be required to sign the audit report at the conclusion of the audit.
- 9.1.7 Review of the audit package and accreditation decisions shall be accomplished in accordance with NADCAP Operating Procedures.
- 9.1.8 Criteria shall be established defining causes and procedure for failure of a supplier.
- 9.2 Auditors shall conduct the audit in accordance with defined procedures.

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- 9.2.1 Auditors shall identify and document distractions and attempts to impair the effectiveness and efficiency of the audit and its observations.
- 9.2.2 Auditors shall comply with the NADCAP Code of Ethics and Conflict of Interest requirements as set forth herein.
- 9.2.3 Auditors are not permitted to provide consulting services or offer recommendations for improvements in supplier activities prior to, during, or following an audit.
- 9.2.4 Auditors shall be alert to identifying possible improvements in the NADCAP accreditation systems relating to products, processes, or services under accreditation. The auditor shall document observations that result in recommendations to NADCAP Management Council for improving the accreditation program.
- 9.2.5 Information on accreditation status shall be maintained up-to-date by NADCAP staff.
- 9.2.6 There shall be defined criteria for failure of a supplier.
- 9.3 There shall be provisions for appeal of accreditation decisions. These provisions shall assure that due process is provided.
- 9.4 Accreditation Certificate:
- 9.4.1 Following approval for accreditation, the NADCAP staff shall notify the supplier and provide the appropriate Accreditation Certificate for the commodity involved.
- 9.4.2 This certificate shall be signed by an officer of the Governing Board and contain as a minimum:
- a. Name of the accredittee
 - b. Location (address) for which the accreditation is valid
 - c. Scope of accreditation
 - d. Effective date of accreditation
 - e. Term of accreditation and expiration date
- 9.5 Notification of Changes:
- 9.5.1 Accredited suppliers shall notify NADCAP without delay of changes that will affect the Supplier's status of operation. This information includes, at a minimum, the following:
- a. Ownership, legal, commercial, or organizational status
 - b. Organizational and management, e.g., key managerial or quality staff
 - c. Policies or procedures, where appropriate
 - d. Location, premises
 - e. Personnel, equipment, facilities, working environment, or other significant resources
 - f. Authorized signatories
 - g. Other matters that may affect the Supplier's capability or scope of accredited activities or compliance to the requirements of applicable document or relevant criteria specified by NADCAP.