



Auditor Guide

To review information regarding the application process, Ctrl + click to follow the links below:

AS9100 AA & AEA Application

<http://sae-itc.org/probitas/auditor/resources/as9100-aqms-auditor-application-user-guide.pdf>

AS9110 AA & AEA Application

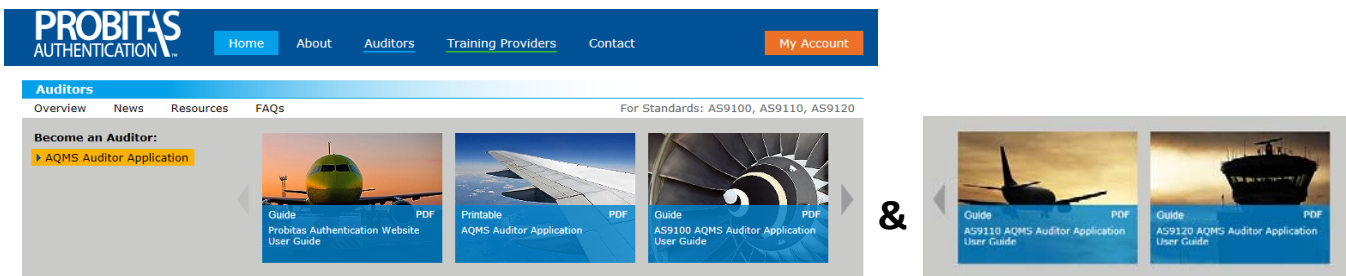
<http://sae-itc.org/probitas/auditor/resources/as9110-aqms-auditor-application-user-guide.pdf>

AS9120 AA & AEA Application

<http://sae-itc.org/probitas/auditor/resources/as9120-aqms-auditor-application-user-guide.pdf>

- OR -

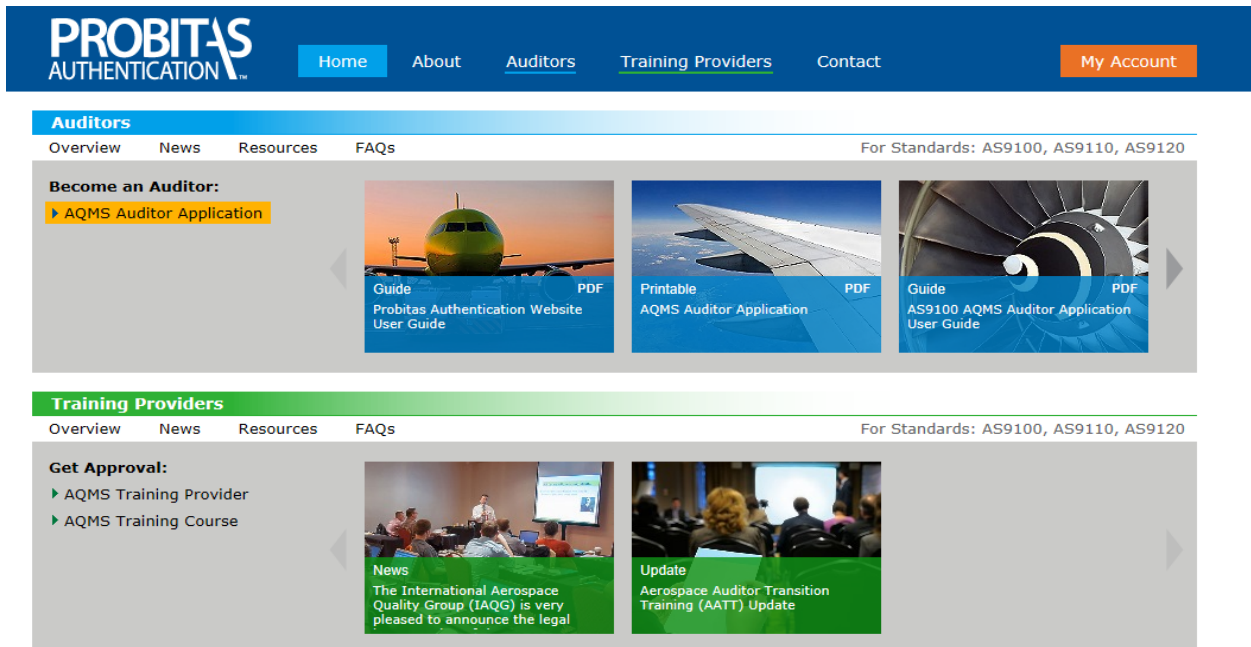
Click on Auditor Application Guides on the Home Page



CREATE AN ACCOUNT

Click on **My Account** Located on the top right side of navigation panel.

Or click **AQMS Auditor Application**



Select Sign Up / Get Started Now

-or-

Select No, [I need to create one.](#)

My Account

Login to PROBITAS

Email:

Do you have an account and password?

Yes, here is my Password:

No, [I need to create one.](#)

New to PROBITAS?

[Sign Up / Get Started Now](#)

Need Help Logging In?

[Forgot Password](#)

[Has Your Email Changed?](#)

Create PROBITAS Account screen will appear. Check Auditor (as shown below)

My Account

Create PROBITAS Account

I Am Registering as a:

Auditor [?](#)

Self-Release Delegate [?](#)

Email: Retype:

First (Given) Name Middle Name Last (Family) Name Phone Number

Preferred Address

Company Department

Mail Stop Country State / Province County

Street Suite/Apt City Postal Code

Login Information

Login Password Retype Password

(Enter Email Above)

All items underlined in red are a required field.

Email address will become username

After account information is entered, click

Create Account & Login >

My Account Screen will appear:

The screenshot shows the 'My Account' dashboard for Tiffany Fabina. At the top, there is a blue header with 'My Account', 'Hi Tiffany', and a 'Logout' button. The main content is divided into several sections:

- Status:** Includes a bar chart icon and a 'Start Auditor Application' button.
- Auditor:** Shows 'Number:' with a red underline.
- Schemes:** Lists 'AS9100', 'AS9110', and 'AS9120' with blue buttons.
- Manage:** A central section with a gear icon and several sub-sections:
 - Personal Information:** Shows 'Tiffany Fabina' and '412-302-2473' with an 'Edit' button.
 - Email & Login:** Shows 'tiffany@sae.org' with an 'Edit' button.
 - Password:** Shows 'Last updated 0 days ago.' with an 'Edit' button.
 - Language Fluency:** Shows 'None provided.' with an 'Edit' button.
- Address:** Shows 'Shadyside Air, 123 First Street, Pittsburgh, PA 15231' with an 'Edit' button.
- External Certifications:** Shows 'None provided.' with an 'Edit' button.
- Professional Information:** Shows 'None provided.' with an 'Edit' button.

You may edit/ add information to this screen.

Example 1:

Click **Edit** next to Language Fluency

Select languages, a check mark will appear

The screenshot shows a 'Manage Language Fluency' dialog box with a close button (X) in the top right corner. It contains a grid of language options, each with a checkbox and a flag icon:

<input type="checkbox"/> Arabic	<input type="checkbox"/> Cantonese	<input checked="" type="checkbox"/> English	<input type="checkbox"/> French
<input type="checkbox"/> German	<input type="checkbox"/> Hindi	<input type="checkbox"/> Italian	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Polish	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Russian	<input type="checkbox"/> Spanish	<input type="checkbox"/> Turkish	

At the bottom right of the dialog box, there is a 'Save Changes to Profile' button.

Click **Save Changes to Profile**

Example 2:

Click **Edit** next to Professional Information

Enter Organization Name

Under Description, list number of years affiliated, positions held, and other relevant information

Manage Professional Affiliations

List professional affiliations you would like included with your AQMS Auditor Application(s).

Organization Name	Organization Name
<input type="text"/>	<input type="text"/>
Description ?	Description ?
<input type="text"/>	<input type="text"/>


Description
List number of years affiliated, positions held, etc.

Click **Save Update to Professional Affiliations**

APPLICATION PROCESS

Click **Start Auditor Application**


My Account Hi Tiffany [Logout](#)

Status 

Auditor
Number:

Schemes [Start Auditor Application](#)


- AS9100
- AS9110
- AS9120

Manage 

Personal Information [Edit](#)
Tiffany Fabina
412-302-2473

Email & Login [Edit](#)
tiffany@sae.org

Password [Edit](#)
Last updated 0 days ago.

Language Fluency [Edit](#)
 English

Address [Edit](#)
Shadyside Air
123 First Street
Pittsburgh, PA 15231


External Certifications [Edit](#)
None provided.

Professional Information [Edit](#)
Acme Quality Group
10 years Member, 3 years as Pittsburgh
Chapter Secretary-Treasurer

Select **Start New Application**

Auditor Hi Tiffany [Logout](#)

Select



- AS9100
 - AA **Start New Application**
 - AEA **Start New Application**
- AS9110
 - AA **Start New Application**
 - AEA **Start New Application**
- AS9120
 - AA **Start New Application**
 - AEA **Start New Application**

AEA Application ×

Are you starting a New application or Transferring from another AAB?

New Transfer

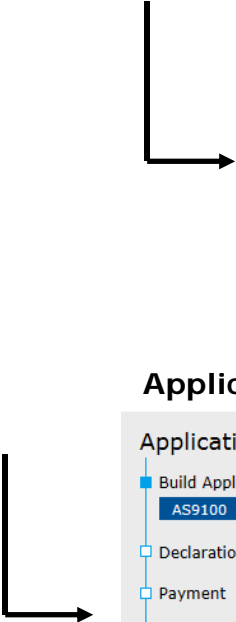
AEA Qualifications Through

Industry Experience Training

Save and Proceed to Application

Select New and all other applicable details.

Application Screen:



Application

- Build Application
 - AS9100 AA
- Declaration
- Payment
- Receipt

Education +

Work Experience +

- Experience Directly Involved
 - Resume +

Professional Training +

AQMS Audit Logs +

Additional Supporting Information +

Application Complete? **Proceed to Declaration**

Application Screen (above):

Enter Information by selecting  under each category.

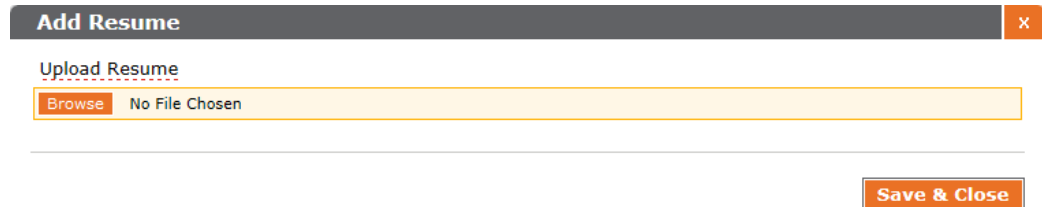
Enter information and select categories, then click 
or 


Edit information, click on item to be changed, save changes

Delete information, click on 

Upload Resume & other documents in Application Screen:

- o Click 
- o Double Click Browse




- o Upload File from your computer by double-clicking file from your computer
- o Select 

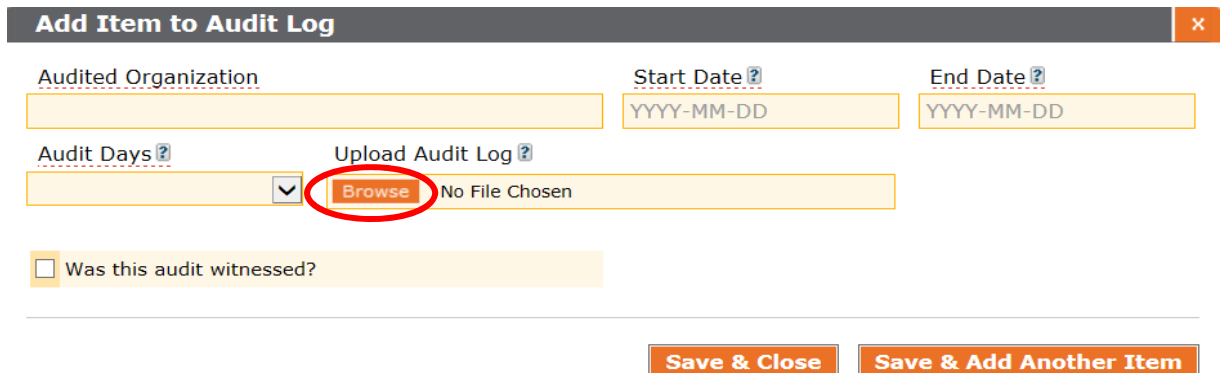
Please fill out Auditor Log by clicking on the following link:

<http://www.sae-itc.org/probitas/auditor/resources/audit-log.pdf>

Save completed document to your computer.

Upload Auditor Log:

- o Click  under AQMS Audit Logs
- o Double Click Browse

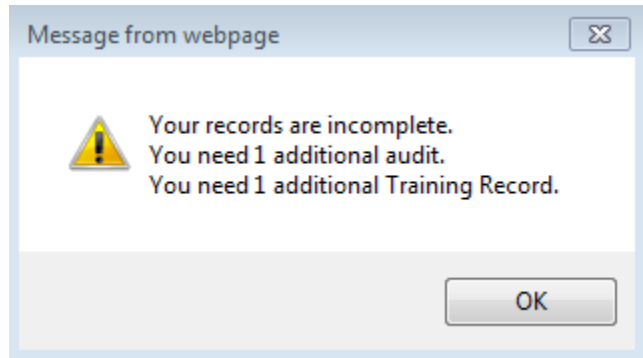


- Upload File from your computer by double-clicking file from your computer
- Enter Audit information from Audit Log #1
- Select **Save & Close** or **Save & Add Another Item**
- Enter at least 3 more audits under AQMS Audit Logs. Do not need to upload audit log under these audits.
- The requirement is a minimum of 4 audits, totaling 20 days, within the previous three years!

After all information is entered into the Application Screen, click

Proceed to Declaration

If information is incomplete for application, a box will appear with a list of additional requirements needed. Example:



Declaration Statements will appear. Check I AGREE to the Declaration Statements and click Proceed to Payment.

I AGREE to the Declaration Statements **Proceed to Payment**

Example of Payment Screen:

Application

- Build Application
- AS9100 AA
- Declaration
- Payment
- Receipt

Bill To

Name	Company	
Department	Mail Stop	City
Country	State / Province	County
Street	Suite/Apt	Postal Code

Payment

Credit Card

Card Number	Type	Expiration	CSC
		/	

Mail Me An Invoice ?

Order

Item	Application ID	Scheme / Grade	Cost
New Auditor Certification	10053	AS9100 AA	\$495.00

Submissions are Final

Submit Application & Payment

Enter Payment information, click **Submit Application & Payment**

If payment by Credit Card, a receipt will be available after submitting payment details. An invoice will be sent, if other payment arrangements are requested.

Example of Receipt:

The screenshot shows a receipt page with a sidebar on the left and a main content area. The sidebar has a navigation menu with the following items: Application (selected), Build Application, AS9100 AA, Declaration, Payment, and Receipt. The main content area is divided into two sections: Receipt and Next.

Receipt

Order Number: 16586454

Item	Application ID	Scheme / Grade	Cost
AS9100 AA CERTIFICATION New Auditor Certification	10053	AS9100 AA	\$495.00

Bill To
Tiffany Fabina
Shadyside Air
123 First Street
Pittsburgh, PA 15231

Paid in Full
Order Date: 17 Jun 2014
Payment Total: \$495.00
Payment Option: Visa Credit Card

Next

What to Expect

Thank you for submitting your AQMS Auditor Application. If you have already provided payment, your application review will begin as soon as possible. If you have opted to make other arrangements for payment, the application review will begin as soon as payment is verified.

When Probitas Authentication conducts the auditor authentication review, the information collected in the application is compared against the criteria established in the certification scheme for which you have applied for. The decision to grant certification for new auditors, or re-certification for existing auditors, is based on the information and objective evidence you have provided in your application.

You will be able to identify the current status of the application process by logging into your account at Probitas Authentication. The general auditor authentication process that Probitas Authentication will follow is:

- **Probitas Initial Review:** Probitas Authentication reviews the application to confirm that the applicant complies with the application requirements of the certification scheme.
- **RMC Review:** If approved, Probitas Authentication will submit the auditor application to the IAQG RMS for recognition.
- **Request for Additional Information:** If there is a need to obtain additional information, we will contact you.
- **Probitas Final Review:** The RMC will notify Probitas Authentication for a final review of your application.
- **Approved:** Once approved, Probitas Authentication will ask you to read and sign the Code of Conduct.
- An OASIS auditor number will then be assigned to you along with the effective and expiration dates.

Thank you for choosing Probitas Authentication for your certification services. If you have any questions, please don't hesitate to contact us.

What to Expect After Submitting Application & Payment

If you have already provided payment, your application review will begin as soon as possible. If you have opted to make other arrangements for payment, the application review will begin as soon as payment is verified.

When PROBITAS AUTHENTICATION conducts the auditor authentication review, the information collected in the application is compared against the criteria established in the certification scheme for which you have applied for. The decision to grant certification for new auditors, or re-certification for existing auditors, is based on the information and objective evidence you have provided in your application.

You will be able to identify the current status of the application process by logging into your account at PROBITAS AUTHENTICATION. The general auditor authentication process that PROBITAS AUTHENTICATION will follow is:

- **PROBITAS Initial Review:** PROBITAS AUTHENTICATION reviews the application to confirm that the applicant complies with the application requirements of the certification scheme.
- **RMC Review:** If approved, PROBITAS AUTHENTICATION will submit the auditor application to the IAQG RMS for recognition.
- **Request for Additional Information:** If there is a need to obtain additional information, we will contact you.
- **PROBITAS Final Review:** The RMC will notify PROBITAS AUTHENTICATION for a final review of your application.
- **Approved:** Once approved, PROBITAS AUTHENTICATION will ask you to read and sign the Code of Conduct.
- An OASIS auditor number will then be assigned to you along with the effective and expiration dates.

Thank you for choosing PROBITAS AUTHENTICATION for your certification services. If you have any questions, please don't hesitate to contact us.

PROBITAS AUTHENTICATION
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