

AS9100 Users' Group Charter

Introduction: The major aerospace manufacturers are requiring their suppliers to conform to the requirements of AS9100. This presents a significant challenge to all of us. The added burdens of documentation, internal audits, and other new requirements can strain our ability to meet production requirements. Furthermore, some of the requirements are unclear and subject to interpretation. For these reasons, we are establishing a forum for a continuing dialogue among AS9100 aerospace suppliers.

Purpose: The purpose of this group is to provide a forum where we can address common issues related to the implementation of AS9100 and develop an understanding of how to enhance the application of each company's quality system. Through discussion of shared experiences surrounding a specific or general quality system issue, participants will gain a better understanding of how to apply the requirements of AS9100 in their companies. Additionally, related topics of common interest will be discussed when appropriate to the membership.

Rules of discussion: We conduct all discussions in a constructive manner. It is important that our discussions be open and frank. We must be able to talk about real situations without worry of reprisal or gossip outside our meetings. Therefore, we agree to keep confidential, any discussions of actual situations. Also, if any member wishes to remain anonymous, they may discuss a particular situation beforehand with the meeting moderator who will then present it to the group.

Customer representatives: We will include customer representatives in our meetings to promote better understanding and interpretation of the standard as it applies in real situations, both for ourselves and our customers. We would like all participants to be able to speak freely and "off-the-record". Therefore, we agree that any information or opinion stated by a customer representative is not authoritative, and does not represent the opinions of the customer.

Meeting topics: Each meeting will address a specific element of the AS9100 quality system standard, to be determined at the previous meeting.

Meeting frequency/duration: Meetings will be held approximately monthly for approximately two hours.

Location: Meetings will be held in a central location at a company facility or other local meeting room.

User group organization: No officers are elected or dues collected at this time. No meeting minutes will be maintained. Meeting attendance will be recorded and a membership list will be developed from the attendees.

User group moderation: Fulcrum Associates will serve as the moderator. Fulcrum's responsibility is to provide an agenda and chair the meeting.

User group members: The primary members of the group are the Management Representatives of the participating companies. However, membership in the group is not exclusive to Management Representatives. Any individual may participate in the meeting discussions provided that they subscribe to the rules of discussion and show respect to other participants.

Guests: The Management Representative will invite the appropriate process owner or user representative for the topic to be discussed that day. We will invite customer representatives and other guests when appropriate.