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**PROCEDURE FOR
THE ESA CERTIFICATION OF QUALIFICATIONS**

ESCC 12101

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1. **INTRODUCTION**

This document sets the procedures to be followed by the Executive and ESA in the Certification of successful ESCC qualifications.

2. **SCOPE**

This procedure specifies the management and administrative tasks associated with applications for ESCC Qualification, their approval and authorisation, issue of certificates and preparation and distribution of the QPL and QML.

This procedure applies to the Executive and ESA as the ESCC Qualification Certification Body.

3. **DEFINITIONS AND ABBREVIATIONS**

3.1 **DEFINITIONS**

None.

3.2 **ABBREVIATIONS**

The following abbreviations are used in this document:

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
ESA	European Space Agency
ESCC	European Space Components Coordination
ESCIES	European Space Components Information Exchange System
Executive	ESCC Executive
QML	ESCC Qualified Manufacturers List
QPL	ESCC Qualified Parts List

4. **RELATED DOCUMENTS**

4.1 **APPLICABLE DOCUMENTS**

The following documents are applicable to the extent specified herein:

ESCC 00000	Charter of the European Space Components Coordination
ESCC 12200	ESCIES Management Procedure

4.2 REFERENCE DOCUMENTS

ESCC 12100 Procedure for Qualifications

5. RESPONSIBILITIES

5.1 ESA

ESA shall:

- Undertake the role of the ESCC Certification Body.
- Appoint a signatory to authorise the issue of and sign Certificates and authorise additions or amendments to the QPL and QML.

5.2 EXECUTIVE

The Executive shall:

- Prepare applications, approvals, certificates and supporting correspondence and list approved components, manufacturers and component technologies on the QPL or QML.

5.3 COMPONENT MANUFACTURERS

Component Manufacturers shall:

- Cooperate with the Executive, where necessary, in the processing of ESCC qualification applications.

6. APPLICATIONS FOR ESCC QUALIFICATION CERTIFICATION

6.1 GENERAL

Subsequent to the acceptance of qualification test reports the Executive is responsible for the management and administration of the ESCC Certification process. This process is conducted in conjunction with ESA who are the Certification Body as designated in the Charter.

6.2 PROCEDURE

6.2.1 Executive

The Executive shall:

- Raise applications to ESA for the Certification of manufacturers who have successfully met ESCC qualification requirements.
- Compile a data package supporting the application for Certification.
- Verify that there are no current Alerts or open ESCC non-conformances pertinent to the application.
- Submit the application together with the data package to ESA.
- Upon receipt of the authorisation for Certification from ESA send the signed Certificate to the manufacturer together with a copy of the QPL or QML entry.
- Update the qualification file.
- Update the QPL or QML with the latest Certification entries for publication on the ESCIES Web Site and on CDROM.

6.2.2 ESA

ESA shall:

- Review applications for ESCC Certification together with the supporting data package for acceptance.
- Authorise the issue of and sign a qualification Certificate.

7. QPL AND QML PREPARATION AND DISTRIBUTION

7.1 GENERAL

The QPL and QML are prepared and maintained by the Executive. Unrestricted user access to the QPL and QML are gained through the ESCIES Web Site. The ESCIES management procedure is described in ESCC Document 12200.

The QPL and QML jointly comprise a list of components, component technologies and manufacturing lines which have been successfully qualified by the appropriate ESCC quality assessment technique and for which the conditions of qualification maintenance are valid.

7.2 PROCEDURE

7.2.1 Executive

The Executive shall:

- Undertake the role of custodian of the QPL and QML.
- Provide facilities for its updating, electronic publication and distribution.
- Publish the QPL and QML on the ESCIES Web Site and in CDROM format.
- Update the QPL and QML on the ESCIES web site at a minimum of monthly intervals.
- Include the current QPL and QML on the CDROM distribution of ESCC Specifications.

7.2.2 ESA

ESA shall:

- Authorise the entry of qualifications in the QPL and QML.

8. RECORDS AND REPORTING

8.1 RECORDS

The following records shall be retained:

Record	Responsibility	Retention Period
Applications for Certification	Executive	10 years
Qualification Data Packages	Executive	10 years
Qualification Certificates	Executive	10 years
QPL and QML	Executive	ongoing
Log of applications Processed and Authorised	ESA	10 years

8.2 REPORTING

8.2.1 Executive

- Prepare ESCC quarterly qualification and maintenance status reports for submission to the CTB.

9. FLOWCHART - OVERVIEW OF THE CERTIFICATION PROCEDURE

