



Aircraft Fleet Recycling Association

2233 Wisconsin Ave NW Suite 503

Washington, DC 20007

<http://www.AFRAAssociation.org>

Request for Accreditation

Company Information:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____ Number of Employees: _____

Accreditation Facts

- Certificate is valid for three (3) years.

- The initial accreditation period consists of a total of three (3) audits.

- AFRA will contact you to schedule an on-site audit.

- The audit is one day long, unless otherwise

noted.

- It is not required for a disassembly to be witnessed during the initial audit.

- If the initial audit does not take place during a disassembly, one of the surveillance audits must coincide with a disassembly.

Representative Information:

Name: _____ Title: _____

E-Mail: _____ Direct Phone: _____

- Company must provide the auditor with the completed Quality Manual and Checklist relevant to the audit by two weeks prior.

- Accredited companies that are not currently AFRA members may join as a member with a discount of 50% off of the first year dues and a waived join fee.

Application Details:

How many facilities would you like to be listed on the AFRA Certificate?
(please list additional addresses below):

The scope of this accreditation will be (please select all that apply):

- Disassembly of Used Aircraft and their Parts and Assemblies
 Metals Recycling of Aircraft Materials

If this accreditation will include the scope of disassembly, will the initial audit be conducted during a disassembly? (If not, an on-site paper audit will be conducted and a disassembly viewed during the surveillance audit.)

- Yes No Not Applicable

Single Accreditation Fee

\$7,000 + travel expenses

- Accreditation Audit
- Surveillance Audit
- Surveillance Audit

Dual Accreditation Fee

\$9,400 + travel expenses

- 2-day Accreditation Audit
- Disassembly Surveillance Audit
- Recycling Surveillance Audit

When remitting payment you have the option to pay the full amount upfront or a minimum of 50%.

Travel Expenses

- Company is responsible for travel expenses incurred for each audit.
- Invoices will be issued after the conclusion of each audit.
- Due 30 days after invoice date

***I have read and agree to the terms listed on pages 1-3 of this document.**

Signature

Date

**Aircraft Fleet Recycling Association – Accreditation Program
BMP Audit Terms**

This agreement is made by and between the Aircraft Fleet Recycling Association (herein referred to as “AFRA”) and the applicant (herein referred to as “client”) named on page one (1) of this application.

Clients accredited via the AFRA Accreditation Program are to follow the following audit scheduling plan. Clients that fail to meet these deadlines shall be removed from the program as non-compliant.

Single Accreditation:

AUDIT	DATE	SCOPE
Initial Accreditation	0	Full Audit
First Surveillance	Between the first day of the 9 th month and the first day of the 15 th month	Full Audit
Second Surveillance	Between the first day of the 21 st month and the first day of the 27 th month	Full Audit
Recertification Audit	Between the first day of the 33 rd month and the first day of the 36 th month.	Full Audit

Dual Accreditation:

AUDIT	DATE	SCOPE
Initial Accreditation	0	2-Day Full Audit
First Surveillance	Between the first day of the 9 th month and the first day of the 15 th month	1-Day Disassembly/ Recycling Audit
Second Surveillance	Between the first day of the 21 st month and the first day of the 27 th month	1-Day Disassembly/ Recycling Audit
Recertification Audit	Between the first day of the 33 rd month and the first day of the 36 th month	2-Day Full Audit

Corrective Action Responses:

The deadline for submitting a corrective action plan to the auditor is ten (10) business days after the audit. The deadline for completing the corrective action plan, once approved, is thirty (30) days after the approval of the corrective action plan. The auditor shall have the discretion to extend such deadlines in unusual cases. Clients that fail to meet these deadlines shall be removed from the program as non-compliant unless there is communication with the auditor and an extended deadline is established.

Current Accreditation Fee Structure

- For any one (1) accreditation subset, the Accreditation fee will remain the same as the previous Single Accreditation fee of \$7,000 (plus travel auditor expenses).
- For any combination of two (2) accreditation subsets, the Accreditation fee will remain the same as the previous Dual Accreditation fee of \$9,400 (plus travel auditor expenses).
 - The one exception to the above is that for any company that is Accredited for both *Disassembly and Demolition*, the Accreditation fee will remain \$7,000 because of the unique relationship between the aforementioned.
- For any combination of three (3) Accreditation subsets, the third subset will be assessed at a flat-cost of \$975 added to \$9,400 (with the exception to Disassembly & Demolition).
- When remitting payment, you will be invoiced for one-third of your Accreditation fee at the time of each audit.

Audit Timeline:

Clients that do not accommodate the audit within the time period listed will be suspended from the program as non-compliant. If a client is suspended for non-compliance then they lose their remaining credits and they need to start the process from the beginning.

**Aircraft Fleet Recycling Association – Accreditation Program
BMP Audit Terms**

Special Audit:

If a client is found by AFRA to need a special audit in order to prove compliance with the AFRA BMP, the client will be required to pay for the special audit plus travel expenses. The rate for the special audit shall be similar to audit rates set in the contract. If the client chooses not to have the special audit, then the client will immediately cease being AFRA accredited and said client will not hold itself to the industry as AFRA accredited.

Witnessing a Disassembly (only applicable if scope of accreditation includes disassembly as noted on Page 1):

Each audit should strive to permit the auditor to witness a disassembly. A client's contracted disassembly's count as auditable disassembly's. In the first accreditation cycle, at least one of the audits before the first day of the 15th month (i.e. SA1) must permit the auditor to witness a disassembly. Thereafter, the auditor must have witnessed a disassembly by the accredited client within the last three years on a rolling basis.

In the event that a client is within three months of failing to meet this standard, within the relevant period, the AFRA Accreditation Program shall inquire whether the accredited client has performed a disassembly within the relevant period. If the accredited client confirms that it has not performed a disassembly within the relevant period, then the obligation shall be tolled until the next disassembly, but the client must schedule an audit with AFRA for the next disassembly or lose its accreditation status. If the accredited client has performed a disassembly within the relevant period (and that time period passes without a witnessed disassembly) or if the accredited client fails to respond, then the accredited client shall be suspended from the program.

Any one surveillance audit per three year cycle may be scheduled (and occur) early if necessary to coordinate with a disassembly that is being performed by the accredited client. When it is necessary to schedule an audit of a disassembly on an unusual basis, the accredited client must provide the AFRA Accreditation Program 30 days notice for scheduling purposes.

Accreditation Determination and Termination:

It is the sole discretion of the AFRA auditor assigned as to whether a client is in full compliance with the AFRA BMP. If at any time the accredited client violates any condition of the AFRA Accreditation terms, AFRA shall have the right to suspend or revoke the accreditation.

Termination Policy:

All fees are non-refundable. If a client's AFRA Accreditation is suspended, by the discretion of either AFRA or the client, the client will be held responsible for any outstanding expenses associated with the accreditation and any outstanding audits and/or travel expenses.