Dear AS Auditors,

Since the implementation of AS9104/1 in 2012, there has been confusion surrounding the definition and requirements for the various certification structures, and none more so than the campus structure. PRI Registrar has been no more immune from confusion than any, and we’ve had our confusion dispelled through the traditional method: ANAB NCRs.

In an effort to effect corrective action, as well as generally supplying what clarity we possess, please review the following overview of the requirements for the campus certification structure.

**Definition:**
Per AS9104/1, a campus possesses all of the following features:

- An organization having an identified central function and a decentralized, sequential, linked product realization process.
- All sites shall have a legal or contractual link with the central office.
- One quality management system with central control, management review, and internal audit.
- Central office can require other sites implement corrective action.
- Central collection and analysis of data, with the ability to initiate organizational change.
- The outputs from one site are the input to another site to realize the final product or service; a single value stream.
- Can be dissimilar processes at different sites or combination of sites that contribute to the same overall product or service.
- More than one product or service may be realized provided they are substantially (i.e., >80%) the same (e.g., a family of products) and realized through the same methods and procedures.
- One address per campus.

**Clarification:**

There has been an interpretation floating around industry that an unwritten feature of a campus is that it can only ship from one location. PRI Registrar has reached out to the
IAQG Document Representative for a definitive position. We received the following response:

“I believe the definition is loose enough to allow multiple shipping locations from within the campus. No where does it say that shipping needs to be from one location. The reality of business, is that the definition of ‘finished’ is determined by the customer and that can vary customer to customer.”

In short, a campus may ship from multiple locations.

Certificate Contents:

Each certification structure has its own requirements for the information that appears on their certificates, including the way the scope of certification is structured. The following requirements apply to campuses:

- One controlling address and scope for campus must be listed on the certificate.
- Each site within campus shall have an address and sub-scope of activity for the site.
- Site with central function to be identified.

What this means for you:

- A campus has two different types of scope: a single, overall scope; and a sub-scope for each site in the campus.
- The overall scope describes the activities of the campus as a whole. This is the scope you would generally expect to see for a single site, for example.
  - Overall scope: “The design and manufacture of widgets.”
- The sub-scope for each site goes into the specifics of the activities performed at that particular site. All sites, including the controlling site, should have a different sub-scope.
  - Controlling site sub-scope: “Fabrication and molding of widget components.”
  - Site 2 sub-scope: “Assembly and shipping of widgets.”

OASIS:

Campuses are listed in OASIS differently than other certification structures. Whereas other structures have an OASIS Identification Number (OIN) assigned to each site, AS9104/1 states that a campus requires the following:

- Controlling address listed in the OASIS database with a single OIN.

What this means for you:

OASIS is a database, and like all databases, it requires a unique reference for every entry; in OASIS’s case, an entry is a supplier site. As such, technically, every site in OASIS has an OIN.
However, the requirements of AS9104/1 call for a campus to be identified by only one OIN, regardless of the number of sites. If you were to try and search for the OIN of a campus child site, there would be no results; whereas, a search for the OIN of a campus main site would return all the sites in the campus.

As such, on AS9101 paperwork, when supplying an OIN for a campus, PRI Registrar will only provide one OIN, for the main site of the campus. The official stance of the IAQG is that the other OINs for campus child sites do not exist.

**Audit Time:**

Once again, campuses follow their own rules in terms of how audit days are decided for the various sites in the campus.

AS9104/1 requires Certification Bodies to calculate the total audit time for the entire campus based on the employee count of all sites within the campus. However, unlike a multiple site or several site structure, there are no requirements surrounding how that time is distributed across the sites in the campus.

*What this means for you:*

PRI Registrar will calculate a lump sum of time based on the supplier organization’s employee counts, and we will provide that lump sum to you, the auditor. This sum will be visible, both in EQM (or the upcoming RMS), and the RF-117 (Audit Program Summary). How this lump sum is divided amongst the sites of the campus is at the discretion of the lead auditor. So long as all the calculated audit days are used on the audit, it does not matter to us where you use them.

What this means for your paperwork is this:

- On the AS9101E Form 1 and Form 5 (the Stage 1 and Stage 2 audit reports), all sites in the campus will be listed in the table in box 17 (Stage 1 audit report) or box 35 (Stage 2 audit report). Beside each site, the lead auditor will list the audit days *actually performed* at each site.
  - The Stage 2 audit report will have the first row pre-populated, and will list the full lump sum of time. Unless the audit team has only visited the main site, this amount of time *must be erased* and replaced with the audit days *actually performed*.
- On the RF-117 (Audit Plan Summary), the full lump sum time is similarly provided in the Audit Days table under the main site. Like the audit reports above, this lump sum *must be erased* and replaced with the audit days *actually performed*, and the days performed at each site must be added in each site’s table. The total days across all sites *must* add up to the original, lump sum total.

If you have any additional questions, please don’t hesitate to let us know. Thank you for your attention.