



**When to Recertify:**

All DQRs require certification renewal prior to their AS13001 certificate expiration date to maintain DQR access in the supplier portal per HSM17 Section 5.5.5. While reminders are sent prior to the expiration date, it is the DQR's responsibility to comply with the below recertification requirements.

AS13001 Certification	<p><b>Assignee:</b> DQR Candidate  <b>Action:</b> DQR Candidate to obtain AS13001 certification  <b>How:</b> Sign up for the SAE AS13001 training course, complete training and pass exam (certification document sent by Probitas)  <b>Where:</b> SAE website, SAE website, more instructions found on Supplier Portal - Help &amp; Training - Forms and Documents- Supplier Portal Training Documents-Power and Controls Standard Work- DQR Certification link-DQR Forms and Training</p>
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Collins Recertification	<p><b>Assignee:</b> DQR Candidate  <b>Action:</b> DQR Candidate to complete Collins Power and Controls online DQR training and successfully pass within three months of AS13001 Cert completion date  <b>How:</b> Review Collins Power and Controls DQR webinar PDF and HSM17  <b>Where:</b> Supplier Portal - Help &amp; Training - Forms and Documents- Supplier Portal Training Documents-Power and Controls Standard Work- DQR Certification link.          To access DQR Training exam: <a href="https://collins.surveymonkey.com/r/DQR_exam">https://collins.surveymonkey.com/r/DQR_exam</a></p>
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DQR Requirements	<p><b>Assignee:</b> DQR Candidate  <b>Action:</b> Verify you have the following permissions in your Supplier Portal Profile. If not, work with your supplier portal administrator for profile setup.          The following permissions are required: Purchase Order Processing, Schedule Releases, ASN- Shipping and restricted permission SSI. Additional restricted permissions (Drawings &amp; Specifications, COPS, Quality Notification and SRI) should be requested and will be granted based on Collins internal review process. Drawing &amp; Specifications access is for US Persons/ US vendor codes only.</p>
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DQR Recertification Package	<p><b>Assignee:</b> DQR Candidate  <b>Action:</b> Send DQR recertification package (AS13001 Certificate and Collins Power and Controls Online DQR Certificate) to <a href="mailto:DQRCertification@collins.com">DQRCertification@collins.com</a> with Subject: DQR Recertification Package, Your Name, Vendor Code and Company Name. CC your Collins SQAR.  <b>Note:</b> Collins SQARs and Collins Supplier Quality will notify DQR if LOA (Form 8) or Form 7 submittal are needed.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>Example of acceptable AS13001 Certificate -&gt;</b></p>  </div> <div style="text-align: center;"> <p><b>Example of acceptable Collins DQR Online Certificate -&gt;</b></p>  </div> </div>
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Timely Recert Package Submission?	YES	Update and Track DQR Records	<p><b>Assignee:</b> Collins Power and Controls Supplier Quality  <b>Action:</b> Update DQR records accordingly, notify DQR of completion and new recertification date.</p>
	NO	Update and Track DQR Records	<p><b>Assignee:</b> Collins Power and Controls Supplier Quality  <b>Action:</b> Remove DQR permissions due to noncompliance, notify DQR, update records and permissions accordingly.</p>

**How to Recover DQR Access:**

Inactivated DQRs must submit a new DQR application to be granted access again. Please refer to the Steps to Become a DQR: Supplier Portal - Help & Training - Forms and Documents- Supplier Portal Training Documents-Power and Controls Standard Work- DQR Certification

DQR Changes and Removal	<p><b>Assignee:</b> DQR candidate and Collins Power and Controls Supplier Quality  <b>Action:</b> Notify Collins if DQR has changes (email address, etc.) or will no longer be performing DQR activity  <b>How:</b> Collins to update records and permissions</p>
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