

Steps to Become a DQR

Assignee: DQR Candidate & Supplier Quality Manager **Action:** DQR Candidate & Quality Manager to verify the minimum DQR Qualifications are met How: Review HSM17 Section 5.5.1 DQR Candidate Selection and ensure candidate meets requirements. Fill out ASQR-01 **DQR** Qualification Form 7 (DQR application) and send to Collins SQAR for review. Contact your Collins SQAR for clarification as needed. Where: Supplier Portal - Help & Training - Forms and Documents - Supplier Portal Training Documents - Power and Controls Standard Work - DQR Certification Assignee: Collins SQAR **Application** Action: Review and determine DQR candidate approval Review by SQAR **How:** Review application (Form 7) and interview DQR candidate Assignee: Collins SQAR REJECTED Action: Notify DQR candidate of rejection, provide feedback Collins SQAR **Determines DQR** Assignee: Collins SQAR and DQR Candidate Status **APPROVED Action:** Collins SQAR notifies candidate of approval DQR candidate proceeds to take AS13001 and Collins DQR trainings and exams Assignee: DQR Candidate Action: DQR Candidate to obtain AS13001 certification AS13001 How: Sign up for the SAE AS13001 training course, complete training and pass exam (certification document sent by Certification Probitas) Where: SAE website, more instructions found on Supplier Portal - Help & Training - Forms and Documents- Supplier Portal Training Documents-Power and Controls Standard Work- DQR Certification link-DQR Forms and Training Assignee: DQR Candidate Action: DQR Candidate to complete Collins Power and Controls online DQR training and successfully pass exam three months before or after AS13001 Cert completion date Collins Online DQR How: Review Collins Power and Controls DQR webinar PDF and HSM17 Training Where: Supplier Portal - Help & Training - Forms and Documents- Supplier Portal Training Documents-Power and Controls Standard Work- DQR Certification link. To access DQR Training Exam: https://collins.surveymonkey.com/r/DQR exam DQR Assignee: DQR Candidate & Supplier Quality Manager Application Action: Submit DQR application package to Collins SQAR **Package** How: Final package to include: completed Form 7, completed form 8 if applicable, AS13001 cert, Collins DQR cert Submission Where: Submit to Collins SQAR via email Collins SQAR will notify DQR candidate of rejection reasons and/or any further training requirements FAIL needed prior to approval Final SQAR Review/Training PASSCollins SQAR will proceed to "DQR Application Page Approval" Assignee: Collins SQAR DQR Action: Sign form 7 (and form 8 if applicable), send final application package for processing and identify DQR as Application production or probation status Package Approval | How: Send to Collins Power and Controls Supplier Quality

Where: DQRCertification@collins.com

System Approval and Notification

Assignee: Collins Power and Controls Supplier Quality

Action: Review DQR final application package for compliance and add to Collins Supplier Quality records and database(s)

How: Grant SSI and appropriate DQR permission in supplier portal; notify DQR and Collins SQAR via email when complete and include certification expiration date and recertification instructions

Notes:

- If you do not know who your assigned Collins SQAR is, please contact: DQRCertification@collins.com
- 2. Probation DQRs shall work with their Collins SQAR to complete specific actions required to transition to production DQR status.