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## **QUALITY PROGRAM FOR SUPPLIERS (QPS) INFORMATION AND PROCEDURES FOR OBTAINING AN ASME QPS CERTIFICATE**

An organization seeking to become an ASME QPS Certificate Holder, may have its Quality Management System or Program surveyed by ASME. The organization shall establish and implement a quality program consisting of a formalized set of controlled documents such as a Quality Manual, procedures, instructions, forms and other discretionary documents that address the 17 essential requirements outlined in the QPS standard and that provides on a consistent basis, products satisfying the specified requirements in a technical job file.

The organization will be subjected to a Survey comprised of two stages. Stage I: Document Review which focuses on reviewing the organization's QMS Manual, procedures and related documents, and Stage II: Implementation Review, focusing on evaluating the degree of compliance with the governing standards established by the organization in its quality program. In addition to the two-stage survey, the Quality Manager is required to complete an ASME QPS Review course.

ASME, by using Survey Teams, reviews the Applicant's Quality Management System Manual and its implementation. Any findings noted during the survey, are discussed between the Applicant and the Team, and a written report of the survey is submitted to ASME. This report is to be reviewed by ASME, which either authorizes issuance of the Certificate or requests additional action by the Applicant. An annual audit is required in order to maintain the certification current. Surveys are performed at all locations where the activities as described in the Quality Management System Manual are being performed by the Applicant. The Survey Team will not be surveying organizations performing subcontracted activities for the Applicant.

The Quality Management System Manual and documentation which support understanding of the program must be in English. The Applicant is not prohibited from having a Quality Management System Manual in its native language; however, the English version shall govern when there is a discrepancy.

The Survey Team as well as the Annual Audit Team size are determined based on the size of the organization and complexity of the Quality Program. The teams are experienced in the field of quality assurance and have been trained in understanding the technical and quality requirements of the QPS Standard.

Pricing for QPS Certification is pre-set and based on a predetermined Class Level of the organization. Levels are determined by the number of employees, number of locations and complexity of quality program. Companies applying for QPS Certification pay one flat fee that includes, documentation, administration, Survey Stage I: Document Review, Stage II: Implementation Review, Initial QPS Review Course, all travel, and certification fees. In order to maintain certification, the company is subject to an annual fee that covers the annual audit as well as all administrative fees.

ASME requires an advanced deposit equal to half of the certification fee in order to proceed with survey dates. Final payment is required prior to ASME issuing the Certificate.

The Applicant must complete the following steps in order to start the Certification Process to obtain a Certificate of Authorization for the QPS Program:

- Application Forms: Application Form along with Supplemental Application for ASME QPS Certification **Form V** shall be completed and submitted through [CAconnect](#)
- [ASME Accreditation/Certification Agreement Form](#): Applicant shall complete the ASME Accreditation/Certification Form and e-mail it to [ca@asme.org](mailto:ca@asme.org) or upload it into CAconnect under the company profile
- Quality Management System Manual: A controlled and approved copy of the Quality Management System Manual and related procedures, instructions and the like, shall be uploaded into CAconnect under the company profile
- Quality Management System Manual Checklist: A completed “QPS Quality Management System Manual Checklist” shall be uploaded into CAconnect under the company profile. The Checklist can be downloaded from our [Quality Program for Suppliers \(QPS\) Certification web page](#):
- Fees/Payments: Applicant must remit the required Survey fees (refer to [Price Guide](#) for applicable fees)

Please refer to the ASME Price Guide for applicable fees. Prices are based on USD and are subject to change. If the Applicant withdraws their application after remittance is received by ASME, there is an administrative fee which will be deducted from the original remittance. Cancellation of survey dates is subject to a monetary penalty, deducted from the advance deposit in accordance with the Price Guide.

At the conclusion of a survey, an invoice will be rendered. The invoice will include the remaining balance. ASME will take action to withhold or withdraw the Certificate of Authorization for any nonpayment of invoices which are past due.

ASME will make every effort to conduct an evaluation of an Applicant’s program at the earliest possible date after receipt of the application forms and deposit. However, it should be expected that a lead time of three to six months is usual because of scheduled surveys of other companies. To assure continuity of the Certificate the application form and annual fee must be submitted 5 months prior to the anniversary of the Certificate.

ASME can accept no liability for any consequences to the Applicant, which may be the result of a survey, audit or subsequent ASME actions.

If you have any questions, please contact the ASME Conformity Assessment Department via email at [ca@asme.org](mailto:ca@asme.org)