



## CHARTER of the Asia Pacific Aerospace Quality Group (APAQG)

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### 1. PREAMBLE

The following addresses the overall operation of the Asia Pacific Aerospace Quality Group (APAQG), a sector of the International Aerospace Quality Group (IAQG) an international non-profit associations.

### 2. GENERAL

#### 2.1 Introduction

The APAQG is a sector of the IAQG and comprised of companies in the aviation, space and defense industry in the Asia Pacific Region. The APAQG processes are established in a set of agreed, documented, operational procedures, including this charter. The APAQG is not a legal entity. It is the responsibility of each company to implement these activities.

The APAQG policy has to be compliant with the IAQG Rules of Procedure and this Charter defining specificities of the APAQG operations.

#### 2.2 Legitimacy

The APAQG is one of the IAQG sectors. APAQG Members should have sufficient resources within their organization:

- To guarantee credibility of the APAQG
- To guarantee support provided to the APAQG
- To guarantee appropriate level of empowerment given to the members

#### 2.3 Purpose/Objectives

The purpose and objectives of the APAQG as part of IAQG is to protect and develop the international interests of the aviation, space and defense industries through the implementation of quality management systems.

##### 2.3.1 Purpose



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- Make significant improvements in quality and reductions in cost throughout the value stream by establishing and maintaining dynamic cooperation, based on trust, between Asia Pacific Region aerospace organizations.
- Share each organization's best practices among Asia Pacific Region aerospace organizations

### 2.3.2 Objectives

- Establish and maintain quality management systems standards and certification systems, recognized by international standardization bodies, regulatory and governmental agencies
- Establish and implement a process of continual improvement throughout the supply chain (e.g. best practices, Industry expectations, lean manufacturing, supplier performance metrics).
- Establish methods to share results (e.g. audits, inspections, supplier performance).
- Establish implementation plans, which bring the initiative to life (e.g. obtain regulatory concurrence).

## 3. MEMBERSHIP

### 3.1 Membership

APAQG members are comprised of IAQG Full Members, IAQG Associate Members, IAQG Affiliate Members, APAQG Sector Members and APAQG Liaison Members, that are located in the Asia-Pacific sector. The five levels of APAQG membership and member privileges are presented in Table A.

Companies that carry out the design, development, manufacture or support representing the aviation, space, or defense industries at system or subsystem levels are eligible to become APAQG members. The APAQG membership is not granted to individuals.

Each APAQG member nominates its own representative for that purpose.

### 3.2 Membership details

#### 3.2.1 IAQG Full Member

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IAQG Full Members have the responsibilities in this Charter, and support the various activities of IAQG and APAQG, designated by the Leadership Team. IAQG Full Member has the same voting right in APAQG Councils and IAQG General Assemblies (GAs), each Full Member having one vote. The number of Full Member is subject to the IAQG GA decision.

### 3.2.2 IAQG Associate Member

IAQG Associate Members must actively participate in the IAQG/APAQG meetings and support the various activities of IAQG and APAQG, designated by Leadership Team. IAQG Associate Members are required to participate in APAQG Councils and IAQG General Assembly meetings, and IAQG Associate Members have voting rights in APAQG Councils, although they do not have voting rights at IAQG GAs.

### 3.2.3 IAQG Affiliate Member

IAQG Affiliate Members are those whose corporation already has voting rights in an IAQG sector (AAQG, EAQG, or APAQG) or are company subsidiaries belonging to the same parent company (e.g., Airbus Group and SAFRAN Group), including corporations, companies, subsidiaries, etc. owned by the same state/government, in order to avoid duplicate voting membership. IAQG Affiliate Members have the opportunity to participate in IAQG General Assembly meetings and APAQG Councils where possible, although they do not have voting rights. IAQG Affiliate Members consist of APAQG Members automatically.

### 3.2.4 APAQG Sector Member

- a. APAQG Sector Members are those whose corporation already has voting rights in APAQG Council or are company subsidiaries belonging to the same parent company, including corporations, companies, subsidiaries, etc. owned by the same state/government, in order to avoid duplicate voting membership.
- b. Companies that, albeit part of the aviation, space and defense industry and willing to contribute, do not cover the full scope of activities (design/development, manufacturing and support at system or subsystem levels) and/or are relatively small are eligible to become an APAQG Sector Member.
- c. APAQG Sector Members have the opportunity to participate in APAQG Councils and provide commentary where possible, although they do not have voting rights.

### 3.2.5 APAQG Liaison Members



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- a. Notwithstanding the provisions of 2.1 and 3.1 of this Charter, associations and national agencies related to the aviation, space, or defense industries may be eligible to become an APAQG Liaison Member.
- b. APAQG Liaison Members do not have voting rights but are encouraged to participate in APAQG meetings and may provide commentary where possible.

### 3.2.6 Guests

An organization who is sponsored by one of APAQG Members can be a guest of the APAQG meeting, with approval of Sector Leader.

### 3.3 Membership Level

It is the intent of the APAQG to remove duplicate voting membership:

- a. The APAQG will not allow a full or associate member in another sector to become an IAQG full or associate member in APAQG. They may become an IAQG affiliate member.
- b. If through merger or acquisition an IAQG Full or Associate membership is duplicated (i.e. has two votes), the Leadership Team would ask the member company to consolidate to a single vote and offer affiliate membership (if required).
- c. Where a Member Company does not own a majority share of the joint venture and the joint venture is not governed by a single member company in three sectors, the joint venture may have voting rights.

A Member company that wishes and/or needs to change its level of membership contacts Sector Leader:

- Sector Leader communicate with the Member company and shall discuss with the Leadership Team to change membership level of the Member company.
- Leadership Team decides whether or not to accept a membership level change.



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Table A – MEMBERSHIP LEVELS AND PRIVILEGES

Membership Level	Maximum Number	Participation in APAQG Council	Vote at APAQG Councils and cast a vote online	Participation in IAQG ballots in APAQG sector	Contribution to working groups (APAQG)	Access to APAQG Private Website
IAQG Full Member	7	Yes	Yes	Yes, with voting power	Yes, including IAQG/APAQG working groups leadership	Yes
IAQG Associate Member	20	Yes	Yes	Yes, with voting power	Yes, including IAQG/APAQG working groups leadership	Yes
IAQG Affiliate Member	NA	Yes	No	No	Yes, including IAQG/APAQG working groups leadership	Yes
APAQG Sector Member	NA	Yes	No	No	Yes	Yes
APAQG Liaison Member	NA	Yes	No	No	Yes	Yes

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### 3.4 Commitment, Responsibility and Right

#### 3.4.1 Commitment

Each member commits to full and active participation in the IAQG/APAQG as described in this Charter and associated procedures.

Acknowledgement of member's commitment shall be evident through their acceptance of appendix A of this Charter, which is maintained on the APAQG website.

#### 3.4.2 Responsibilities

The commitment of each member includes ensuring that decisions of the APAQG are communicated throughout the member's company / organization and implemented to the greatest extent possible.

IAQG Members have the following responsibilities:

- Actively participate in the IAQG/APAQG meetings, including IAQG General Assembly and APAQG Councils
- Provide resources to the IAQG Working Groups developing initiatives through their Company's experts and fulfill the activities in this charter
- Create sub-teams as appropriate to implement the Council decisions
- Provide effective support to the IAQG ICOP (Industry Control Other Party) process for implementation, operation, maintenance and improvement (See the section 7)
- Participate in IAQG/APAQG ballot process with their feedback, i.e. agreement or disagreement and reasons for disagreement, if required
- Answer to IAQG or APAQG surveys or requests for information.

APAQG Sector Members and APAQG Liaison Members have the following responsibilities;

- Actively participate in APAQG meetings, including APAQG Councils
- Fulfill the activities in this charter.
- Provide effective support to the IAQG ICOP (Industry Control Other Party) process for implementation, operation, maintenance and improvement



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- Answer to APAQG surveys or requests for information.

No member can be personally held responsible for the APAQG commitments or liabilities.

### 3.4.3 Right

No member has any right to the assets of the APAQG.

### 3.4.4 Membership fees and cost

Membership fees can be assessed by APAQG Council if required.

All members cover their own costs incurred from participation in IAQG and APAQG activities.

### 3.5 Performance Measurement

- It is essential that all members actively participate in APAQG/IAQG activities to meet the APAQG objectives.
- Each member conducts an annual performance measurement, and sends a written performance report to the Leadership Team.
- Leadership Team reviews the performance of members annually and Sector Leader may report the summary at APAQG Council.

### 3.6 Admission

- An organization seeking an APAQG Membership should first contact APAQG Sector Leader or Sector Sub-Leader.
- The Leadership Team communicates with a member candidate company and may recommend it to APAQG Council as a new member. A member candidate company may have the opportunity to attend the APAQG meetings as a guest for preparation, prior to a formal admission to APAQG.
- APAQG Council determines on acceptance or rejection of a new member's admission after deliberation of an organization profile presentation that would be





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made in person by a representative from a new member candidate organization in APAQG Council.

### 3.7 Withdrawal

- a. APAQG Member can end the position of APAQG Member by sending notice of withdrawal to the Sector Leader or Sector Sub-Leader.
- b. Leadership Team reserves the right to withdraw an APAQG Member from the APAQG if there is total lack of involvement.
- c. Re-admission should be halted for a year since the date of withdrawal.

## 4. COUNCIL

### 4.1 Role

- a. APAQG Council sets the policy, purpose and objectives for APAQG and ensures that they are understood and achieved. The Council reviews/approves proposed activities and is responsible for oversight and implementation of the activities.
- b. The Council elects the Sector Leader and Sector Sub-Leader in the regularly conducted meeting. The Council may elect any officials as needed for its activities (e.g. treasurer).

### 4.2 Agenda Item Request

Any member who wants to initiate issues to be discussed/determined in APAQG Council, it shall be initiated by writing prior to the council meeting.

### 4.3 Voting Rules

#### 4.3.1 Voting members may delegate their votes under the following conditions:

- a. Delegations are made in writing and be presented to the Sector Leader before the meeting.
- b. Delegate shall be present to vote.

#### 4.3.2 All decisions should be taken by consensus. If this is not possible, then the following voting rules are utilized.



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- a. A quorum of 2/3 of the voting members (including their delegates) are present.
- b. More than 50% of the voting members present vote yes for a decision to be reached.

### 4.4 Email Vote

- a. Voting may be proceeded by email exchanges initiated by the Secretariat.
- b. Voting members are obliged to cast an online vote. If a voting right is not exercised by due date, the voting right is deemed to be abstained.
- c. Voting members may delegate their votes to a person in full employment in the same company when a voting member cannot cast a vote in a timely manner.
- d. Delegation of votes is made in writing through email to the Secretariat before the due date. The members in the contact list are deemed as the authorized personnel.
- e. If a voting member fails to send an online ballot three consecutive times, its voting right is suspended online as well as at a face-to-face meeting eternally unless the suspended member presents himself/herself at an APAQG Council and gains the approval to restore its voting rights from the APAQG Council.
- f. More than 50% of the voting members vote yes for a decision to be reached.

## 5. SECTOR LEADER AND SECTOR SUB-LEADER

### 5.1 Sector Leader's responsibilities include:

- a. Represent the Leadership Team and represent the APAQG interests in the IAQG
- b. Attend the twice annual IAQG General Assembly meetings and IAQG Executive Committee meetings, as applicable
- c. Attend the IAQG sub meetings, i.e. winter & summer SWG meetings
- d. Plan and conduct meetings for APAQG
- e. Monitor members attendance and participation
- f. Respond to questions on membership issues

### 5.2 Sector Sub-Leader's responsibilities include;



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- a. Represent the Leadership Team
- b. Facilitate APAQG meetings
- c. Represent the APAQG at the IAQG or other meetings when the Sector Leader is not present

### 5.3 Election

APAQG Sector Leader and Sector Sub-Leader are elected from IAQG Full Members in APAQG Council for period of two years.

Sector Leader and Sector Sub-Leader may be re-elected.

## 6. LEADERSHIP TEAM

### 6.1 Members

Leadership Team consists of IAQG Full Members.

### 6.2 Role

- a. Leadership Team may set up a sub-team, when it is necessary. Leadership team shall also define outline of sub-team.
- b. Leadership Team collects annual performance measurements submitted by each member and reviews them annually.
- c. Based on an annual performance review, change of Membership level are decided by the Leadership Team.

### 6.3 Voting Rules

The voting rules of APAQG Council apply mutatis mutandis to voting cases in the Leadership Team.

## 7. APAQG OPMT

### 7.1 APAQG OPMT Establishment



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The APAQG establishes the APAQG OPMT with the approval of APAQG Council. The APAQG OPMT has a responsibility to conduct the IAQG ICOP (Industry Controlled Other Party) process defined by the 9104 series standards for its implementation, operation, maintenance and improvement in Asia/Pacific sector.

### 7.2 Support of the IAQG ICOP Process

IAQG Member Companies in the APAQG support the IAQG ICOP process for its implementation, operation, maintenance and improvement effectively. The supports include providing their employees for APAQG OPMT members, RMC members of each country and OP assessors as required.

## 8. SUB-TEAMS

Sub-teams are set up by Leadership Team and approved by APAQG Council. The Roles of sub-teams are provided by Leadership Team. Rules for sub-teams (Voting rule, etc.) are provided as the APAQG procedure. Leadership Team maintains a list of sub-teams and puts it on the APAQG Website.

## 9. SECRETARIAT

Secretariat commissioned by the IAQG has the following responsibilities:

- Meeting arrangement including minutes making
- Management of IAQG ballot documents
- Management of operating procedure of APAQG including this Charter
- Communication about general affairs to / from the IAQG secretariat and APAQG Members

## 10. MISCELLANEOUS

All APAQG Members, participants and contractors/services providers in its subsidiary bodies and/or operations comply with the followings;



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- all applicable export/import regulations, orders and authorizations
- the conflict of interest, the antitrust requirements, the intellectual property requirements, the personal information protection requirements and the Ethics requirements ,published by the IAQG and/or APAQG

### 11. REVISIONS

Revisions to this document are made in the last part of the Charter.

In case of conflicts between IAQG documents and this charter, the provisions of IAQG documents shall take precedence.



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### Appendix A – APAQG Membership Commitment

I have read and agree to follow full adherence to the latest APAQG Charter in effect.

I commit to full and active participation in the APAQG/IAQG as described in the APAQG Charter and its operational procedures.

APAQG membership commitment	
Name of Organization	
Name of Representative member (Print)	
Signature of Representative member	
Date of signature	



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<b>APAQG Charter REVISION HISTORY</b>		
<b>Rev ID &amp; Section(s)</b>	<b>Description of change</b>	<b>Change made by / date</b>
<b>Rev G</b>	<b>Major structural changes developed by the Membership WG; as agreed to during the Council Meeting 08-Mar-2019</b>	<b>APAQG Council 08-Mar-2019</b>
All	Restructured and released	