HONEYWELL SCA CERTIFICATION INSTRUCTIONS

Does my company need an SCA? (Review SPOC 165.7, Source Certifying Agent (SCA) Program Supplier Instructions)

**Important Note:** SPOC 165.7 is reference only for Honeywell Site SCAs. Refer to SP-001 (Aerospace Special Process Manual) and NDE-001 (NDT Manual) for Honeywell Site Certifying Agent requirements.

**Location of the SPOC 165.7 document:**

1) Logon to the APSL (https://apsl.honeywell.com), select menu HELP -> FAQ

**Note:** If you cannot logon to the APSL, please contact our Helpline at 1 (855) 507-9058

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**STEPS FOR ALL SOURCE CERTIFYING AGENT CERTIFICATIONS**

1. Verify SCA Requirements using APSL
2. Identify Candidate
3. Candidate Registers at PRI
4. Link Applicant to Source / Honeywell Site in APSL
5. Complete Exam(s)/Interview to become Certified
6. Recertification
VERIFY SOURCE SCA REQUIREMENTS

Step 1 – Verify SCA requirements for your company’s Special Process Approvals

Log into the APSL Direct Link at:  https://apsl.honeywell.com

Note: If you cannot logon to the APSL, please contact our Helpline at 1 (855) 507-9058

Instructions for finding your site’s Source Certifying Agent (SCA) Certification Requirements

- From the menu bar, select APSL SEARCH --> Supplier Search, enter the appropriate search criteria, click on Search OneSourceID pushbutton. At the bottom of the screen find and click on the hyperlink with your company's Name or OneSourceID. Next, select Source Certifying Agent Details from View dropdown in the upper right section of the screen. The screen will display all SCA certification requirements (exam numbers or interview).

- For detailed APSL screen navigation please see SPOC 165.7, Appendix 7.6 APSL Source SCA Details. Appendix section 7.5 APSL Approval Code Details shows SCA requirements by Approval Code.

NEW CANDIDATE REQUIREMENTS

Step 2-Identify Candidate

- Candidate must meet the minimum requirements listed below. If your candidate meets these minimum requirements proceed with registration at PRI.

  EDUCATION / EXPERIENCE REQUIREMENTS:

  A High School Degree, GED or Equivalent (12 years) plus 4 years experience in process family; or a Bachelor of Science or Graduate Degree (12 years plus >4 year college degree) in chemistry, physics, welding, materials science or engineering technology, plus 2 years experience in process family.

  Process experience must include working in the process, e.g. writing procedures/work instructions, developing process parameters, working as an operator, trouble shooting, and may also include auditing the process.

- Exceptions to the minimum Education / Experience requirements shall require approval by MPE Special Process Management and the applicable CAA prior to taking exams. It shall include an assessment of the candidate’s ability to perform the job function.

  If applicant doesn’t meet the minimum Education / Experience requirements, but still wishes to pursue a SCA Certification, he/she must register at PRI and then submit the SCA Application form for the company he wishes to support and Select YES to notify the CAA. Form is available on the APSL Source SCA Details screen. For detailed APSL screen navigation please see SPOC 165.7, Appendix 7.6.
REGISTRATION

Step 3 – Candidate Registers

Logon to the PRI testing website: https://www.webassessor.com/wa.do?page=publicHome&branding=PRI

Note: Honeywell does not require exams to be proctored. Please ignore the “Getting Started” message at the top of the HOME PAGE.

If you are already registered, see “Important Note” below.

Important: In order for your registration to become visible to Honeywell you must indicate you are registering in support of Honeywell requirements and you have read and agree to the legal terms and conditions on the login page. Please be sure to open the dropdown box and select “Yes” for both.

- As long as you can log into the system and access the exams, you do not need to register. It is important that your personal information is accurate (Name, e-mail, contact info), at logon please review/update Profile as needed. Please do not register multiple times.

- If you have previously registered (or were notified that you were pre-registered) at the eQualified site, and you don’t remember your Username or Password, please click on the “Forgot Password” icon at the top of the home page. Enter your username or your email address. An e-mail will be sent to you from equalified@p-r-i.org with your Username and will allow you to launch a hyperlink to reset your password.

- For a list of usernames associated with a source, see SPOC 165.7, section 7.6, APSL Source SCA Details, section 7.6.3 APSL SCA Information. Find the SCA name in the Active SCA listing or All SCA listing and click on the hyperlink to see SCA contact details, including the eQuaLified username.

- If this is your first time to the website, on the home page in the upper right see Create a New Profile hyperlink. This will take you to the registration form.
  - We recommend you do not use your e-mail address as your username, as if your e-mail address changes, your username cannot be changed.
On the registration form, the asterisks indicate fields that must be completed. Please note that all information to be entered in this form is business related only. Do not enter personal information, such as home address, phone number, etc.

Be aware that the username created and your name as provided will appear on the APSL and on your certification documents.

**LINK SCA TO SOURCE IN APSL**

**Step 4 – Link Applicant to Source / Honeywell Site in APSL**

- To correctly associate your registration with your company information, please go to the SCA Certification Requirements tab in the APSL and open the SCA Applicant Form. See SPOC 165.7, section 7.6 APSL Source SCA Details. This form must be filled out and submitted to the SCA Administrator (e-mail certifying.agent@honeywell.com).

  - To determine if your UserName is already linked to your company, see SPOC 165.7, section 7.6, APSL Source SCA Details, section 7.6.3 APSL SCA Information. Find the SCA name in the Active SCA listing or All SCA listing and click on the hyperlink to see SCA contact details, including the eQuaLified username. The submittal of this form is not required if you are listed with a start date and no end date in the APSL SCA Details screen.

**EXAM CENTER AND INTERVIEWS**

**Step 5 - Complete Exam(s)/Interview to become Certified/Recertified**

- Do not take any website exams until you have verified the SCA requirements for your company in step 1 above. Also verify that the exam(s) you are planning to take are associated correctly with the appropriate Special Process Specification and Approval Code (See SPOC 165.7, section 7.4 APSL Spec Details or section 7.5 APSL Approval Code Details).

- If exam(s) are required,

  - Logon to the PRI testing website:

  *Note:* Honeywell does not require exams to be proctored. Please ignore the “Getting Started” message at the top of the HOME PAGE.
Select “Register for an Assessment” from the menu, find and pay for the assessment.

**Note:** The Honeywell section at the top refers to Honeywell Requirements. To prepare for the exam, please find the Honeywell Exams Reference Material Listing here.

Go to the Home page and in the lower section is a list of scheduled and in-progress assessments. Complete the assessment.

Assessment results will be sent to Honeywell and you will be contacted once you have passed all assessments associated with a SCA certification requirement.

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**SPECIAL HANDLING FOR NDT CERTIFICATIONS AND INTERVIEWS**

- If you are pursuing a NDT SCA certification, please go to the SCA Certification Requirements tab in the APSL and open the SCA Applicant Form. See SPOC 165.7, section 7.6 APSL Source SCA Details. This form must be filled out and submitted to the SCA Administrator (e-mail certifying.agent@honeywell.com), as there are additional requirements that must be met, as explained in the SPOC 165.7 document, prior to taking exams.

- If you are pursuing a SCA certification that requires an interview, please go to the SCA Certification Requirements tab in the APSL and open the SCA Applicant Form. See SPOC 165.7, section 7.6 APSL Source SCA Details. This form must be filled out and submitted to the SCA Administrator (e-mail certifying.agent@honeywell.com). You will then be contacted to schedule an interview.

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**RECERTIFICATION**

**Step 6 - Recertification**

- When a SCA’s initial certification is nearing its expiration date, it is strongly recommended the SCA initiate recertification (interview and testing) at least 90 days prior to expiration to assure continued SCA coverage. Lack of timely recertification may result in special process approval revocation. **Note:** Recertification is accomplished by the same process used for initial SCA certification (see Step 5 above).