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A GLOBAL INDUSTRY-MANAGED SYSTEM  
FOR QUALIFYING SPECIAL PROCESS  
AEROSPACE PERSONNEL



## Overview

eQuaLified has been created to address two major workforce challenges facing the aerospace industry:

1. Global skills crisis and succession planning
2. Ability to assess the special process skills of a global workforce to ensure consistent, high standards can be sustained

eQuaLified leverages the combined knowledge of aerospace industry experts from OEMs, airlines, suppliers, training organizations and other applicable industry organizations to develop and maintain special process Bodies of Knowledge (baseline knowledge and experience required to be considered competent for a targeted skill level) and examinations. This will gauge personnel subject knowledge and assess opportunities for training and development; together they capture the desired global aerospace industry expectations for special process personnel knowledge and competency.



eQuaLified candidates are tested against these industry-agreed criteria through online examinations which have also been developed by the industry itself. The resulting qualification will be recognized across the industry on a global scale. There are three levels of qualification (Operator, Planner and Owner). The lower levels (Operator and Planner) are assessed using an online examination created by Special Process Review Boards. To obtain the highest level of qualification (Owner) candidates are required to complete a comprehensive portfolio of information which captures their level of experience. The portfolio is assessed by members of the Special Process Review Boards and qualification is then granted where appropriate (for more details on the levels of qualification see “Qualify: Celebrate Milestones in Your Career”).

### Special Process Review Boards

These are special process specific groups of technical experts created by the eQuaLified Management Council (eQMC) and tasked with producing the Bodies of Knowledge as well as their corresponding examinations.

eQuaLified is administered by the not-for-profit Performance Review Institute (PRI), the same trade association that administers the Nadcap program.

## Program Status

eQualified is a new and evolving program. Over the past few years the aerospace industry has successfully created and implemented the eQualified program structure (see below for more details). The eQualified Management Council (eQMC) is composed of Original Equipment Manufacturers (OEMs), suppliers, and other applicable industry organizations who meet monthly by teleconference and three times a year face-to-face to set program direction and priorities.

Most importantly, Special Process Review Boards have been created in the areas of Chemical Processing, Heat Treating, Welding and Composite Repair. Each of these groups is working on developing Bodies of Knowledge and corresponding industry-managed examinations.

The eQMC has written a series of five program documents which have established program procedures and defined how the qualification system is to be run. All the program documents are publicly available on request:

<b>General</b>	
<b>PD6000 - Governance &amp; Administration of the eQualified Program</b>	
<b>Bodies of Knowledge</b>	<b>Examinations</b>
<p><b>PD6100</b> - Industry Managed Special Process Bodies of Knowledge System</p> <p><b>PD6101</b> – Industry Guidance for Exam Equivalence</p> <p><b>PD6102</b> – Industry Managed Guidance for Approval of Third Party Training Programs</p> <p><b>PD6103</b> – Body of Knowledge Template</p>	<p><b>PD6200</b> – Industry Managed Special Process Examination System</p>

## Future Development

Over the coming years the industry will continue to develop the eQuaLified portfolio of qualifications, with plans to diversify not only into the supported areas of industry but also the types of examinations delivered:

- **Expansion:** Establishing Special Process Review Boards and creating Bodies of Knowledge and examinations in new special process areas based on industry demand.
- **Diversification:** Providing practical examinations to complement and enhance the online examinations.
- **Approved Training Providers:** Reviewing and approving training providers who will deliver courses designed to support eQuaLified candidates preparing to take examinations.



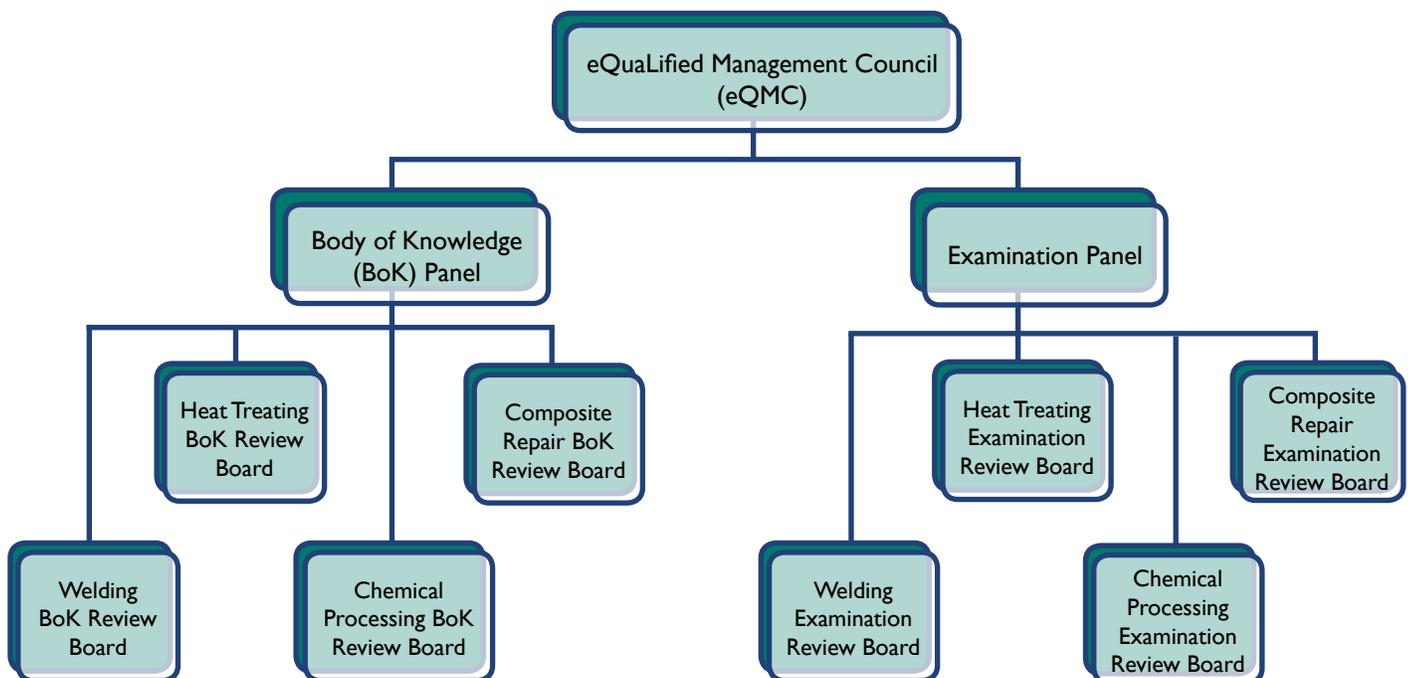
## Structure

The industry representatives who sit on the eQMC control the strategic direction of the program. The eQMC prioritizes activities according to industry demand with new areas continuously being developed.

The Body of Knowledge Panel is responsible for reviewing and approving all new Bodies of Knowledge. It is also responsible for ensuring that once created, the documents are regularly reviewed. Furthermore, this group will manage the process for approving training providers.

The Examination Panel determines the examination methods for all qualifications. It provides guidance to the Examination Review Boards and are a point of contact for any examination disputes.

Guided by the eQMC and the relevant Panels, groups of technical experts from all participating companies form the Special Process Review Boards and work together to develop BoKs and examinations.



## How to Participate

Participation in the eQualified program brings value both to individuals and employers. With regard to personnel competency validation, eQualified empowers all parties to influence, collaborate and be part of the change taking place in industry.

### Influence: Your Company Experts Directing the Development of the Program

There are a variety of ways available to influence the development of the eQualified program:

- **Member:** Participate in program oversight through the eQMC and be involved in examination development. Only eQualified Members are able to influence the content of examinations.
- **Body of Knowledge Review Board:** Sit on the board that determines what to include in a special process Body of Knowledge.
- **Content Developer:** Ideally suited to senior contractors, semi-retired or retired aerospace professionals. Help to create the Body of Knowledge or examination documentation for your area of expertise.

### Collaborate: Use eQualified as a Resource for Your Company

eQualified has resources to suit your organization's personnel skills validation needs.

- **Qualifying internal staff:** Verify the competency of special process staff to industry agreed standards.



- **Qualifying external supply chain personnel:** Where appropriate, encourage, or mandate your supply chain to take eQualified exams, verifying their capability to perform special process tasks.
- **Qualifying internal auditors:** Provide a system of skills verification for the staff of Prime or Tier One companies who carry out supplier audits.





## Qualify: Celebrate Milestones in Your Career

The eQualified program offers three levels of qualification:

- **Process Operator:** Understand and perform the basic hands-on operations of the special process.
- **Process Planner:** Capable of selecting manufacturing processes and interpreting process procedures to conform to customer specifications and requirements. Capable of problem solving and resolving day-to-day issues.
- **Process Owner:** Capable of writing, reviewing and approving processes, procedures and qualifications of lower levels (Operator and Planner). Capable of designing new processes and resolving issues on all other levels.

These levels of qualification will help to create milestones in the career of an aerospace manufacturing individual, giving them a goal for the next level of achievement. Achieving qualification in lower levels is required prior to attempting to qualify at higher levels.

The examinations are taken online. They are controlled and documented in accordance with a written practice in order to evaluate and verify the individual's capability, skill or knowledge.

Training is not mandatory to complete the examinations but eQualified approves training providers. A list will be available at [www.eQualified.org](http://www.eQualified.org). Please contact us for more details.

## Find Out More

For more information on the eQualified program, or to get involved, please contact:

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For more information on PRI, please go to the link below:  
[www.p-r-i.org](http://www.p-r-i.org)