



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

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### **PREAMBLE:**

The following addresses the overall operation of the Asia Pacific Aerospace Group (APAQG), a sector of the International Aerospace Quality Group (IAQG).

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### **REVISIONS TO THE CHARTER**

Appendix A APAQG Membership Registration Form



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### **1.0 INTRODUCTION**

- The APAQG is a sector of the IAQG and comprised of organizations of the aviation, space and defense industry in the Asia Pacific Region. Its activities 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 organization to implement these activities.
- All members cover their own costs.

### **1.1 LEGITIMACY**

The APAQG is one of the IAQG sectors.

The APAQG members shall have sufficient resources within their organization:

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

### **1.2 PURPOSE / OBJECTIVES**

Purpose:

- Implement initiatives that 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 company's best practices among Asia Pacific Region aerospace organizations.

Objectives:

- Establish commonality of quality standards, requirements, tools and techniques. (e.g. common aerospace quality management systems, best practices in aerospace industry, performance metrics).
- Establish process of continual improvement throughout the supply chain (e.g. Industry expectations, lean manufacturing, supplier performance metrics).
- Establish methods to share results (audits, inspections, supplier performance).
- Establish implementation plans, which bring the initiative to life (e.g. obtain regulatory concurrence).

## **2.0 COUNCIL**

### **2.1 ROLE**

- The APAQG Council sets the policy, purpose and objectives for the 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.

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- The Council shall elect Chairperson and Vice-Chairperson by the regularly conducted meeting.
- The Council may elect any officials as needed for its activities (e.g. treasurer).

### **2.2 MEMBERSHIP**

- The APAQG is comprised of full members having voting rights, associate members without voting rights and liaison members without voting rights.
- Companies that carry out the design, development, manufacture or support representing the aviation, space, or defense industries are eligible to become full or associate members as described in this charter.
- The membership will be accepted by Council after deliberation on the presentation that would be made in council meeting in person.
- If a candidate company in Asia Pacific region has a group company which has already become the Member with a voting right in other IAQG Sector, a company in Asia Pacific region is eligible to become an associate member, but not a full member.
- A parent company and its subsidiaries in Asia Pacific region may be regarded as one member with approval by APAQG Council.
- All members commit to participate in APAQG activities in the general interest of the APAQG, as described in this charter.
- All members shall benefit only from the rights which are formally recognized in this charter.
- All members cannot be held personally liable for the APAQG commitments or liabilities.
- No member has any right to the assets of the APAQG.
- Before assuming their role as an APAQG member, the representative of each member shall agree to follow full adherence to this charter.

#### **2.2.1 Full members**

Full members are members with voting rights at APAQG Council.

Full members are represented, for the exercise of the voting right and the various activities of the APAQG, by staff employed by the member company. Each full member shall nominate its own representative for that purpose.

#### **2.2.2 Associate members**

Associate members do not have voting rights at APAQG Council.

Associate members can attend APAQG Council with a consultative voice only. Each associate member company shall nominate its own representative for that purpose.

#### **2.2.3 Guests**

An organization who is sponsored by one of the APAQG members can be a guest of the APAQG meeting.

#### **2.2.4 Membership fees**

Membership fees can be assessed by APAQG Council if required.



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### **2.2.5 Liaison**

Representatives from associations in the aviation, space, or defense industries may be eligible to become a liaison. Liaisons do not have a voting right but are eligible to participate in APAQG meetings and may provide input/comments.

### **2.3 RESPONSIBILITIES**

- Communicate activities to / from the IAQG
- Ensure appropriate actions are launched and achieved to comply with the APAQG objectives
- Create sub-teams as appropriate to implement the Council decisions
- Provide status reports of initiatives and their implementation to all members of the APAQG
- Provide direction, chartering and prioritization of initiatives for sub-teams
- Facilitate communication to regulatory authority
- Make necessary decisions regarding IAQG activities within Asia Pacific Sector (see 7.0 to 7.3 for detail)

### **2.4 VOTING RULES FOR COUNCIL DECISIONS**

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

Voting members may delegate their votes under the following conditions:

- Delegations shall be made in writing and be presented to the Chairperson before the meeting
- Delegate shall be present to vote

All decisions should be taken by consensus.

If this is not possible, then the following voting rules are utilized.

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

### **2.5 MEETINGS**

- The APAQG meetings will be held as a schedule which is determined by the Council.
- All APAQG members and members of sub-teams may fully participate in all APAQG meetings.

### **2.6 SUB-TEAMS**

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- The APAQG Council shall charter sub-teams by a process to be determined and approved of by the Council. The charter will address the mission, guidelines, results, etc for the sub-team and will be written and available for consultation and review during the sub-team's activities.
- APAQG Council or the sub-team itself will designate a leader for each sub-team.
- The sub-teams are comprised of representatives from full member (see 2.2.1). Representatives from associate members (see 2.2.2) can attend the sub-team meetings as the sub-team members, but with a consultative voice only.
- The sub-teams will submit an action plan of their mission to the Council for approval.
- The sub-teams leaders or a designated person will report progress of their action plan to the Council, either directly during its regular meetings or through one of the Council members.

### **3.0 MEMBER COMMITMENT**

Each member commits to full participation in the APAQG as described in this document. This commitment includes ensuring that decisions of the APAQG are communicated throughout the member's organization and implemented to the greatest extent possible.

### **4.0 SECRETARIAT**

Secretariat commissioned by the IAQG shall have 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 IAQG secretariat and APAQG members

### **5.0 REVISIONS**

Revisions to this document shall be made as described in paragraph 2.4.

### **6.0 APPLICATION FOR APAQG MEMBERSHIP**

A company/association representative seeking membership shall evaluate its qualification and commit to the duties described in Paragraph 1.1 of this Charter. A company/ association is requested to fill out Appendix A, the application form then send it to the secretariat of APAQG.

### **7.0 Responsibility for IAQG membership**

All decisions regarding 7.1 to 7.3, i.e. to propose the application of a new IAQG member, to change the membership category (full or associate) and to withdraw a membership are the responsibility of the APAQG Council. See the latest version of IAQG Article of Association and IAQG Rules of Procedures for the detail of IAQG membership. In case of conflict between IAQG documents and this charter, the provisions of IAQG documents shall take



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precedence.

### **7.1 IAQG membership registration**

If an organization wishes to join the IAQG membership, the organization shall commit to participate in IAQG activities in the general interest of the IAQG, as described in IAQG Articles and the Rules of Procedure.

Then the organization shall contact APAQG Chairperson for an admission to be an IAQG member. After getting the admission, the representative of organization shall sign the IAQG Rules of Procedures, and send to the secretariat of APAQG.

### **7.2 IAQG membership qualification**

APAQG Council shall confirm if the applicant in 7.1 is suitable for IAQG activity from a standpoint of the applicant's business area etc.

### **7.3 The categories of IAQG membership**

APAQG shall appoint seven full members as IAQG full members who exercise the voting right.

The IAQG full members shall be chosen in consideration of contribution degrees to IAQG activity and industry expertise.

The member's category will be changed by request from the organization themselves and by the APAQG Council decision. The representative of the organization shall request APAQG Chairperson for change of the IAQG membership category.

Every council meeting will have an agenda for discussion on continuation of voting member for IAQG. Voting members could change based on these discussions.

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### Revisions to the CHARTER:

Rev. E – agreed at the Zhuhai Council meeting on September 9, 2016

Header APAQG logo included

PREAMBLE Declared that APAQG is one of the three IAQG Sectors.

Para1.0 Declared that APAQG is one of the three IAQG Sectors.

Para2.2 Defined that it should be an APAQG Council meeting that agrees on a new membership and requested an organization seeking a membership a presentaion.

Para 2.2 Abolished a member category of Associate individual members.

Para 2.2.5 Created a new membership category of liaison.

Para 4.0 Amended that IAQG is the one should commission its sector Secretariat.

Para 6.0 Amended in accordance with the process actually done, and move the membership registration form to newly created Appendix A.

Para 6.2 Added in accordance with the process actually done.

Para 7.3 Amended the number of the IAQG full members, and removed the IAQG membership category change request form.

Appendix A Newly created

Rev. D – agreed at the Shanghai Council meeting on March 20, 2014.

Para2.2 APAQG membership was categorized into “Full members” and “Associate members”.

Para2.2.1 Abolished the former para2.2.1 “General APAQG membership” in accordance with adoption of the new membership categories of full members and associated members (Para2.2).

Added that full members are given voting rights.

Defined how full members consisted of.

Para2.2.2 Abolished the former Para. 2.2.2 “Council members” in accordance with adoption of the new membership categories of full members and

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- associated members (Para2.2).
- Defined what roles that associated members can play.
- Defined how associate members consist of.
- Para2.2.4 Added that APAQG Council may require a Membership fee.
- Para2.6 Added a definition who is eligible to become a member of sub-teams.
- Para6.0 Some amendments were made in the “APAQG membership registration” form in accordance with Para2.2.
- Para7.0 Defined that APAQG has a responsibility for memberships if a company is a member of both IAQG and APAQG.
- Declare that IAQG documents should prioritize over this charter.
- Para7.1 Defined how an APAQG member becomes an IAQG member.
- Para7.2 Added that IAQG shall confirm suitability of an applicant defined in Para7.1.
- Para7.3 Defined how to choose IAQG full members.
- Defined cases that member’s category happens and required to submit an application form.
- Attachment (the signature column) was deleted.
- Attachment (the list of Council members of APAQG) was deleted.
- Attachment (the list of Secretariat of APAQG) was deleted.
  
- Rev.C - agreed at the Shanghai Council meeting on XX XX, 2006
- Overall Changed name ‘APAQG Committee’ to ‘APAQG Council’
- Para1.0 1<sup>st</sup> bullet, added two sentences by referring IAQG CHARTER  
2<sup>nd</sup> bullet, added cost description by referring IAQG CHARTER
- Para2.0 Changed titles and orders in this 2.0 paragraph  
Deleted the paragraph about ‘Leadership Team’
- Para2.1 Specified Council roles
- Para2.2 Set three categories by defining ‘General APAQG membership’, ‘Council members’ and ‘Guests’
- Para2.4 Added raising issue process
- Para2.5 Changed from ‘Leadership Team’ to ‘Council’ for the process of meeting





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schedule determination

Para4.0 Added this paragraph to define the Secretariat responsibility

Para5.0 Added this paragraph to define the Charter revising procedure

Para6.0 Added this paragraph to set the official procedure and signature sheet to be a member of APAQG

Attachment Modified the attachment format to list the Chairperson / Vice Chairperson, APAQG Council members and secretariat, and deleted the signature column



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### Appendix A – APAQG Membership Registration

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

I commit to full participation in the APAQG as described in the APAQG Charter and its operational procedures, and hereby submit the member registration form.

APAQG membership registration from	
Name of Company/Association	
Name of Representative member (Print)	
Signature of Representative member	
Date of signature	
Membership category *Tick one of the three checkboxes.	<input type="checkbox"/> Full member <input type="checkbox"/> Associate member <input type="checkbox"/> Liaison