Online Organization Application Submission Instructions

1. Log into the Registry Portal. Please note, only organization admins may access the online applications. Contact us to request access.
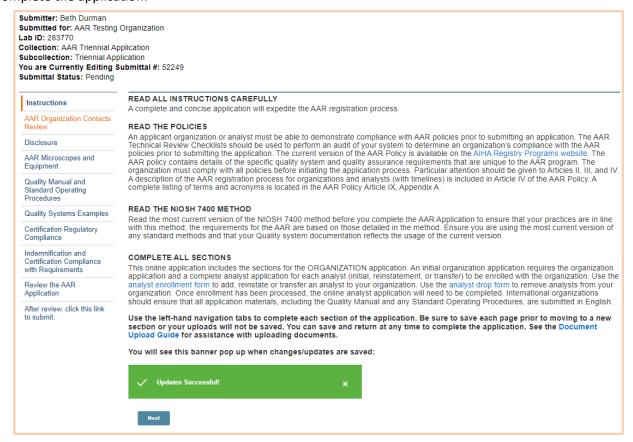2. Once on the dashboard, scroll down to the **Asbestos Analysts Registry – Enrollments and Applications** section.
3. Click on **Triennial Update Application**. Once you land on this page (example below) you will need to click the "**Create New Collection**" button to start a new application. Historical applications will be viewable here in the

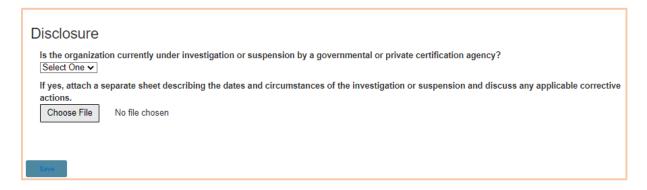| Collection: AAR Triennial Application					
Subcollection: Triennial Application					
Submittal #	**Topic**	**Submitter**	**Submitted For**	**Status**	
You do not yet have any submissions					
Create New Collection					

future.

4. Once you have created a new application you will begin on the **Instructions** tab. You will see your organization information and application (submittal) status at the top of the page. Read through the information then use the left-hand navigation to complete each section of the application. You can save and return at any time to complete the application.
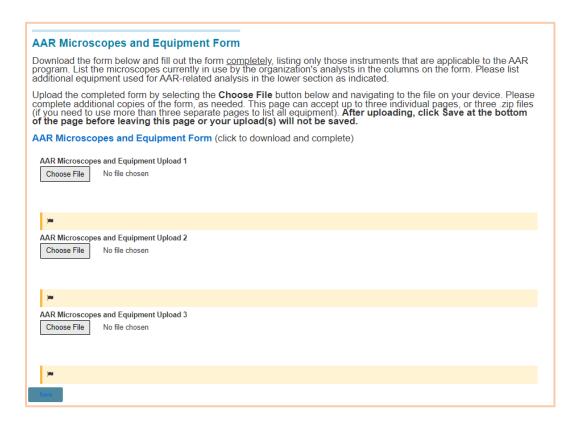
Submitter: Beth Durman
Submitted for: AAR Testing Organization
Lab ID: 283770
Collection: AAR Triennial Application
Subcollection: Triennial Application
You are Currently Editing Submittal #: 52249
Submittal Status: Pending

Instructions

AAR Organization Contacts Review

Disclosure

AAR Microscopes and Equipment

Quality Manual and Standard Operating Procedures

Quality Systems Examples

Certification Regulatory Compliance

Indemnification and Certification Compliance with Requirements

Review the AAR Application

After review, click this link to submit.

READ ALL INSTRUCTIONS CAREFULLY
A complete and concise application will expedite the AAR registration process.

READ THE POLICIES
An applicant organization or analyst must be able to demonstrate compliance with AAR policies prior to submitting an application. The AAR Technical Review Checklists should be used to perform an audit of your system to determine an organization's compliance with the AAR policies prior to submitting the application. The current version of the AAR Policy is available on the AIHA Registry Programs website. The AAR policy contains details of the specific quality system and quality assurance requirements that are unique to the AAR program. The organization must comply with all policies before initiating the application process. Particular attention should be given to Articles II, III, and IV. A description of the AAR registration process for organizations and analysts (with timelines) is included in Article IV of the AAR Policy. A complete listing of terms and acronyms is located in the AAR Policy Article IX, Appendix A.

READ THE NIOSH 7400 METHOD
Read the most current version of the NIOSH 7400 method before you complete the AAR Application to ensure that your practices are in line with this method; the requirements for the AAR are based on those detailed in the method. Ensure you are using the most current version of any standard methods and that your Quality system documentation reflects the usage of the current version.

COMPLETE ALL SECTIONS
This online application includes the sections for the ORGANIZATION application. An initial organization application requires the organization application and a complete analyst application for each analyst (initial, reinstatement, or transfer) to be enrolled with the organization. Use the analyst enrollment form to add, reinstate or transfer an analyst to your organization. Use the analyst drop form to remove analysts from your organization. Once enrollment has been processed, the online analyst application will need to be completed. International organizations should ensure that all application materials, including the Quality Manual and any Standard Operating Procedures, are submitted in English.

Use the left-hand navigation tabs to complete each section of the application. Be sure to save each page prior to moving to a new section or your uploads will not be saved. You can save and return at any time to complete the application. See the Document Upload Guide for assistance with uploading documents.

You will see this banner pop up when changes/updates are saved:

✓ **Updates Successful!**   ✕

Next

5. Once you have reviewed the instructions, click on the **AAR Organization Contacts Review** tab on the left-hand side. This tab lists the information that we currently have in our system. Review and provide any updates as needed. If you make any updates in the text box, you must click $\boxed{\textbf{Save}}$ before leaving the page to save the updates. If no changes are needed, just proceed with the next tab from the left-hand navigation.

6. For the **Disclosure** tab, answer the question and upload a document if needed. Click **Save** at the bottom of the page to save the information before moving on to the next tab.

Disclosure

Is the organization currently under investigation or suspension by a governmental or private certification agency?

[Select One ▼]

If yes, attach a separate sheet describing the dates and circumstances of the investigation or suspension and discuss any applicable corrective actions.

[Choose File] No file chosen

[Save]

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7. On the **AAR Microscopes and Equipment Form** tab you will need to download the PDF form, complete it, and then upload to this tab. Use the link on the page to download the form. Click **Save** at the bottom of the page after uploading to ensure the information is saved prior to moving to the next tab.

AAR Microscopes and Equipment Form

Download the form below and fill out the form underlined completely, listing only those instruments that are applicable to the AAR program. List the microscopes currently in use by the organization's analysts in the columns on the form. Please list additional equipment used for AAR-related analysis in the lower section as indicated.

Upload the completed form by selecting the **Choose File** button below and navigating to the file on your device. Please complete additional copies of the form, as needed. This page can accept up to three individual pages, or three .zip files (if you need to use more than three separate pages to list all equipment). **After uploading, click Save at the bottom of the page before leaving this page or your upload(s) will not be saved.**

AAR Microscopes and Equipment Form (click to download and complete)

AAR Microscopes and Equipment Upload 1
[Choose File] No file chosen

⚑

AAR Microscopes and Equipment Upload 2
[Choose File] No file chosen

⚑

AAR Microscopes and Equipment Upload 3
[Choose File] No file chosen

⚑

[Save]

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8. On the **Quality Manual and Standard Operating Procedures** tab you will upload your Quality Manual and/or any applicable Standard Operating Procedure documents. Refer to the Quality Manual and Standard Operating Procedure Requirements document as needed. You must upload a document, or indicate a page number where the information can be found in the QM or SOP, for each requirement listed. Click the **Save** button to save your information prior to leaving the tab.

9. The **Quality Systems Examples** tab requires the submission of real-world examples of records and forms that demonstrate your organization and analysts using your quality system. Refer to the Quality System Examples document as needed. You must upload a file for each requirement listed.

NOTE: You can add all, or just a few documents, save your progress, and then return to complete the application. The application will remain in Pending status until it is submitted. *Please note, only one file can be uploaded for each section, if you have multiple files to submit for one section you must combine into one as a .zip file. See the document upload guide for more information.*

10. For the **Certification Regulatory Compliance** and the **Indemnification and Certification Compliance with Requirements** tabs just enter your full name for an e-signature. Click **Save** before moving to the next tab.

11. The **Review the AAR Application** tab allows you to do a final review of what has been uploaded and entered prior to final submission. You should see a file icon next to each requirement for which you uploaded a file (different file types will display as different icons, e.g.,). If you do not see an icon, that means there is no file saved for that requirement and you must go back to upload the documentation. Just navigate back to the tab that is missing information, upload, then save and return to the review page.

12. After you have completed the final review and are ready to submit the completed application, click on the **After review, click this link to submit** tab (or the button) and the application will be submitted. You should see the submittal status at the top of the page change to **Submitted.**

Submitter: Beth Durman
Submitted for: AAR Testing Organization
283770
Collection: AAR Triennial Application
You are Currently Editing Submittal #: 52249
Submittal Status: Submitted

13. Upon submission of a completed application, AAR staff will review and will contact you with any questions or to request additional information. You can always review the status of your organization or analyst applications from the dashboard in the Registry portal. Please be sure to make payment for the organization application fee through the Registry portal or via mail. Invoices should be available in the portal.