



## CHECKLIST FOR IMPLEMENTING AS9100

Many companies wonder where to begin when implementing AS9100 registration. This checklist can help you start down the right path.

### ✓ BUY THE STANDARD

You will need a copy of AS9100, as well as AS9101, which is the Audit Requirements Documents for the AS9100 Series of standards. Please visit <http://infostore.saiglobal.com/> (type AS9100 and AS9101 in the search field), or contact our Publishing division at 1-888-819-3780, or email us at [uspubsales@saiglobal.com](mailto:uspubsales@saiglobal.com).

### ✓ RESEARCH

Researching how other organizations have implemented and benefited from AS9100, plus any special requirements applicable to you (such as customer or industry requirements), can be helpful to support and motivate your decision to register. Deployment material for AS9100 may be found on the Americas Aerospace Quality Group website at [www.sae.org/aaqg](http://www.sae.org/aaqg).

### ✓ DECISION TIME

Senior management must be committed in their support of your implementation of AS9100 within the organization.

### ✓ QMS TRAINING

You may decide that self-studying the standard is not enough. Consider one of the AS9100 courses available at <http://www.qmi-saiglobal.com/training/>. Our courses instructors are industry experts many are Aerospace Industry Experienced Auditors.

### ✓ CONSULTANT

You may also decide to bring in a quality systems consultant to help with your implementation. Your local QMI – SAI Global office may be able to provide a selection of qualified individuals.

### ✓ QMS STRATEGY

Before you begin the detail work of planning and implementing your QMS, decide on its structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider if you will integrate it with any other existing management systems. Another key consideration is customer and/or regulatory requirements. In the AS9100 series, these must be incorporated into the QMS.

### ✓ IMPLEMENTATION PLAN

Create the plan to ensure you put controls in place to meet all the requirements of the standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth. AS9100 requires Project Management for the planning of new products, so this would be the opportune time to practice this methodology.

### ✓ SELECT A REGISTRAR

Apply to your registrar and complete a facility questionnaire, which will enable a quote to be provided to you.

### ✓ IMPLEMENTATION

Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices. Your project management plan will enable you to stay on track and meet your timeline. Talk to your QMI – SAI Global auditor – we're here to answer questions and help where possible.



## ✓ DOCUMENT REVIEW AND PRELIMINARY ASSESSMENT

QMI – SAI Global will review your documented procedures to ensure they align properly with the standard, and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date. The Preliminary Assessment is an optional step in the process, however many companies find that it helps achieve registration faster.

Work according to the practices defined by your QMS and look for opportunities to improve your QMS and performance. Remember, you can contact your QMI – SAI Global auditor, account manager or Aerospace Product Manager anytime.

## ✓ COMPLETE THE IMPLEMENTATION OF YOUR QMS

You should aim to have your QMS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess. Additionally, you will need to provide performance trend data for the past 12 months for on-time and on-quality delivery.

## ✓ CONDUCT INTERNAL AUDIT AND MANAGEMENT REVIEW

An internal audit and management review are part of your QMS and need to be held in order to demonstrate full implementation of your QMS (note that you will need to audit them separately after they have been held).

## ✓ REGISTRATION AUDIT

The registration audit will be split between two activities, a Stage 1 and Stage 2. The Stage 1 is a readiness evaluation intended to determine the organization's state of readiness for AS9100. Once the auditor determines the organization is ready, then the Stage 2 is completed.

Prior to the Stage 1 & Stage 2, you be required to submit certain information such as performance trends and customer rating data to your auditor. These are defined in AS9101 and your auditor will walk you through this.

If, during the audit, any areas of your system are found to not conform to the standard's requirements, your organization will need to go back and resolve these areas.

## ✓ A NEW AS9100 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your re-registration documentation, and issue your certificate once approved.

## ✓ OASIS DATABASE

Upon achieving certification you be listed in the OASIS database, recognizing your organization as one of those in an elite group that has achieved this advanced certification.

## ✓ CELEBRATION

You've earned your registration! Celebrate and promote your success.

## ✓ SURVEILLANCE AUDITS

These audits are similar to the registration audit, except are shorter in duration. You can choose an annual schedule, where QMI – SAI Global will visit your facility once a year and audit approximately half of your QMS, or you can choose a semi-annual schedule, where we will visit every six months and review approximately one-fourth of your system.

## ✓ RE-REGISTRATION AUDIT

Every three years from the date of your original registration, your organization will go through a re-registration audit, which is approximately 2/3 the length of the initial registration audit.



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