



AS9100 Internal Audit Checklist

7.5 Production and Service Provision		
7.5.1 Control of Production and Service Provision		
Does planning include the items required by the standard?		
How are production and service provision controlled?		
Where are product characteristics documented?		
When are work instructions required? Are they available?		
How do personnel know what equipment to use for a process?		
Does documentation identify what monitoring and measuring devices should be used, and when?		
Where are release, delivery and post delivery activities and requirements defined?		
Are processes carried out under controlled conditions required by the standard with regards to:		
a. Accountability		
b. Evidence of all required operations being completed		
c. Foreign objects		
d. Monitoring utilities and supplies		
e. Criteria for workmanship		
Is production carried out in accordance with approved data required by the standard?		
Are process changes approved properly including:		
a. Acceptance of changes by customers and regulators when required		
b. Documentation of changes and procedures to control of implementation of changes		



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c. Assessing results of changes		
Is production equipment validated prior to use? Is it maintained and inspected according to procedures? Are storage requirements established?		
If work is temporarily transferred outside of your facilities, is the process for control and validation defined?		
Where servicing is a specified requirements is it controlled as required by the standard, including:		
a. Collecting in-service data		
b. Actions taken when problems are identified		
c. Control and updating of documentation		
d. Approval and control of repair		
e. Control of off site work		
Additional Questions:		
7.5.2 Validation of Processes for Production and Service Provision		
Does your organization have any processes for production and service where the output cannot be verified by monitoring or measurement? Do you validate these processes?		
How is validation performed?		
Does it address the requirements of the standard, including:		
a. Criteria		
b. Qualification of equipment and personnel		
c. Records		
d. Revalidation		
e. Use of specific methods and procedures?		



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Additional Questions:		
7.5.3 Identification and Traceability		
How is product identified?		
Is identification of configuration maintained?		
How is measuring and monitoring status identified?		
Are stamps, electronic signatures or other acceptance media used controlled?		
Does your organization control and record the unique identification of the product, where traceability is required?		
Does your traceability system meet contract or regulatory requirements including when specified:		
a. Identification, maintained through the product life		
b. Tracing of batches (raw material, manufacturing and destination batches)		
c. Traceability of components of assemblies		
d. Sequential records of product production		
Additional Questions:		
7.5.4 Customer Property		
How does your organization maintain the customer property while it is under your control?		
How do you identify and safeguard customer property? How do you determine if it is suitable for use?		
If any customer property is damaged, lost, or unsuitable for use is it reported to the customer and		



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recorded?		
Additional Questions:		
7.5.5 Preservation of Product		
How do you make sure that product quality is maintained during processing and delivery?		
Does this process address the requirements of the standard including handling, packaging, storage and delivery?		
Does your process provide for requirements of specifications or regulations including:		
a. Cleaning		
b. Foreign objects		
c. Special handling		
d. Marking and labeling		
e. Shelf life, stock rotation		
f. Hazardous materials		
Are documents that are required (by the contract) to be kept with the product protected fro loss?		
Additional Questions:		
7.6 Control of Monitoring and Measuring Devices		
Is a register maintained according to the standard?		
Has your organization established a mechanism to ensure monitoring and measuring is performed consistent with requirements?		
Is equipment handled and maintained according to the standard requirements including:		
a. Calibration schedules and		



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traceable measurement standards		
b. Adjustments		
c. Calibration status		
d. Safeguarding		
e. Protection during handling, maintenance and storage		
f. Recall for calibration		
Are environmental conditions suitable for the tests and equipment?		
What action is taken if equipment is found to be out of calibration?		
Does your organization take appropriate action on the equipment and any product affected above?		
What records are maintained?		
How is software used for measuring and monitoring verified prior to use and reconfirmed as necessary?		
Additional Questions:		