



AS9100 Store
QUALITY FOR AEROSPACE

The Gap Analysis Checklist

This list has been prepared for you by the AS9100 Store as a tool to help you organize your gap analysis, and to evaluate results of the gap. Use a copy of the AS 9110 Rev A Standard along with this checklist; you will be able to start understanding what the standard requires of your organization and better evaluate your system against the actual requirements. You will see questions on the checklist that refer to the standard.

After you have prepared your audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section.

As you work through the checklist take notes on what is in place, and what needs to be developed. Reference procedures or other documents that you have reviewed and that will provide information for the new QMS. Take notes on the status of the documents, will they need to be revised for the new system? Or can they be used as is. Also note where processes are in place, but documentation is needed.

Focus on what is in place, and what needs to be developed. While you do want to know if procedures and processes are being complied with, compliance is not your main focus for this audit. Remember that the final outcome of this audit should be a list of things that your organization needs to do to comply with AS 9110 Rev A.

Quality Manual, Procedures and Forms

For a complete set of AS 9110 Documentation, visit the [AS9100 Store](#). We have designed and documented a Quality Management System for you to use as the foundation of your documentation system. This system addresses all of the requirements of the standard, from setting quality objectives and measurement criteria for your processes to internal audits and continual improvement. All the procedures interrelate to provide you with an efficient, effective quality management system.

Customize these documents instead of starting from scratch and benefit from the expertise of our AS 9110 professionals. We guarantee our products and are confident that using our documentation will save you time and effort and result in a superior Quality Management System.

Our AS 9110 professionals support our products and are available to answer your questions as you proceed with your project. Add our expertise to your implementation team and let us help you succeed.



4 QUALITY MANAGEMENT SYSTEM

	REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT Y/N? Estimated % Complete	ITEMS NEEDED
4.1	General Requirements			
<p>This clause asks you to identify how management applies the process approach to achieve the effective and efficient control of processes, resulting in performance improvement. Specifically this section is looking for an overall process evaluation of all quality related processes and their interrelationships. Look to see that your organizational processes are defined and that consideration is given to those items described below.</p>				
	Is there is a Quality Management System in place that has been established and documented to meet the requirements of the AS9110 Standard?			
	Is the system maintained and is there evidence of continual improvement to the effectiveness of the system.			
	Are all approvals, certificates, ratings, licenses and permits are in place.	List documents that apply		
	Does the QMS address all customer, statutory and Regulatory requirements?			
	a) Look for documentation of the processes included in the QMS			



	work to the requirements?			
7.2	Customer-Related Processes			
7.2.1	Determination of Requirements Related to the Product			
If customer requirements are not understood there is the possibility of not meeting the customer needs. A review of customer complaints, surveys, reports will denote any problems. Also look at any contract, logs, or orders to see if any amendments have been made. If so, is the reason for the amendment documented?				
	a) How are customer requirements determined? • Does it including delivery and post delivery activities			
	b) How do you determine if there are requirements that apply in addition to what the customer has specified?			
	c) How are statutory and regulatory requirements identified?			
	d) Are there additional requirements that your organization identifies?			
7.2.2	Review of Requirements Related to the Product			
When looking at the documents (records, procedure, work instructions) consider required delivery dates, applicable standards, and any organizational requirements.				
	a) Are product requirements defined?			
	b) Is there a process to make sure that differences from contracts or orders are resolved?			
	c) Does the review process ensure			



8 MEASUREMENT, ANALYSIS AND IMPROVEMENT

	REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT Y/N? Estimated % Complete	ITEMS NEEDED
8.1	General			
Verify that your organization is monitoring, measuring, and improving the processes. How this is being done is defined by your organization. Assess if your organization has determined the need for, and use of statistics. Statistics may be used for design verification, process control, key characteristics, process capability, SPC, design of experiments, FMEA.				
	a) How is product conformance demonstrated? (Is there a measuring and monitoring process in place?)			
	b) How is the conformity of the QMS ensured? (Is there a measuring and monitoring process in place?)			
	c) Does measuring and monitoring allow continual improvement of the effectiveness of the QMS?			
	Does the process include identification of methods, including statistical techniques for the measuring and monitoring?			
8.2	Monitoring and Measurement			