

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 9120 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 9120.

Quality Manual, Procedures and Forms

For a complete set of AS 9120 Documentation, visit www.AS9100store.com. 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 9120 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 9120 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.

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| | suppliers? | | | |
| | Are evaluation and any necessary actions being recorded? | | | |
| Purchasing Information | | | | |
| | What does purchasing information include? | | | |
| | Does this meet the standard requirements with respect to: | | | |
| | a. Approval requirements | | | |
| | b. Qualification of personnel | | | |
| | c. QMS requirements | | | |
| | d. Technical data: <ul style="list-style-type: none"> • Product name, description or other positive identification • Applicable issues of specifications • Drawings • Process requirements • Inspection instructions • Other relevant technical data • Requirements for supplier to notify of nonconforming product • Requirements for supplier to notify of changes in product definition • The right of access by your organization, customers and regulatory authorities to all facilities involved in the order as well as applicable records • Requirements for certificate of conformity, test reports and | | | |

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| | airworthiness approval from the approved manufacturer or approved repair station. | | | |
| | How does your purchasing personnel confirm that the purchase requirements are complete and correct before the order is placed? | | | |
| | Verification of Purchased Product | | | |
| Assess how the organization has defined the inspection process for compliance and verify evidence of product acceptance. Verification of purchased product performed at the supplier's premises is seldom used. If being done assess the process for compliance. | | | | |
| | Has your organization established and implemented inspection or other activities to confirm purchased product meets specified purchase requirements? | | | |
| | If your organization or your customer plans to perform verification activities at the supplier's site, do you specify the verification arrangements and method of product release? | | | |
| | Where specified in the contract, is the customer or their representative afforded the right to verify on site at the supplier facility or your facility that subcontracted product conforms? | | | |
| | Does your procedure ensure that customer verification is not used by your organization as evidence of effective control, and does not | | | |

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| | absolve your organization of their responsibilities or preclude rejection by the customer? | | | |
| | Production and Service Provision | | | |
| | Control of Production and Service Provision | | | |
| The requirements noted below cover process control, inspection and testing, inspection and test status, and servicing and requirements for the release, delivery, and post-delivery of the product. | | | | |
| | <p>Does your organization control production and service operation by planning:</p> <ul style="list-style-type: none"> a) Availability of information that specifies the characteristics of the product? b) Availability of work instructions? c) Use of suitable equipment? d) Availability and use of monitoring and measuring devices? e) Implementation of monitoring and measurement? f) Implementation of release, delivery, and post-delivery activities? | | | |
| | Validation of Processes for Production and Service Provision-Not Required | | | |
| | Identification and Traceability | | | |
| | How is product identified? | | | |
| | How is measuring and monitoring status identified? | | | |
| | Are stamps, electronic signatures or other acceptance media used | | | |