Steps to perform Gap Analysis

1. Prepared your audit schedule,
2. Assigned responsibility to your auditors for different areas or processes to audit
3. Copy each section of the checklist for the auditors working with that section.
4. As you work through the checklist
    a. Identify the areas that need to be developed to meet AS9100c.
    b. Make reference procedures or other documents that you have and that will provide information for the new QMS.
    c. Take notes on the status of the documents:
        i. Will they need to be revised for the new system?
        ii. Or can they be used as is?
        iii. 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 objective 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 9100 Rev C.***

Update your Quality Manual, Procedures and Forms

We offer several other tools to help your organization transition to AS9100 Rev C.

- AS9100 Rev C QMS –
- Employee Training – PC based training which can be taken via the web.
    - It can be customized to give you better record keeping and automated deployment.
- Power Points - reviewing clause by clause review of AS9100c
- Audit Checklist - to help you audit to the Rev C Standard
- Internal Auditor Training – which includes the materials to train your auditors in the Rev C standard.
- Problem Solving Training
    - Root Cause Analysis with Corrective Action
    - FMEA
    - SPC

AS9100c Documentation and Training Package includes everything you need to prepare for certification.

Compare all or packages and choose the one that is right for you.

4 QUALITY MANAGEMENT SYSTEM

	REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT Y/N? Estimated % Complete	ITEMS NEEDED
4.1	**General Requirements**			
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 in a) through f). The management system must also address customer, statutory and regulatory requirements				
	Has the organization established, documented, implemented and maintained the quality system as required by the AS9100C standard?			
	a) Look for documentation of the processes included in the QMS			
	b) Look for information on the relationship and sequence of the QMS processes.			
	c) Ask Management if operation and control of processes is effective. How do they know if it is effective?			

	REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT Y/N? Estimated % Complete	ITEMS NEEDED
	d) Ask how they are able to know if resources and information needed to support processes have been provided.			
	e) Is there any information on the effectiveness of processes?			
	f) How are improvements made to processes?			
	What processes does your organization outsource? How is the process controlled?			
	Does the QMS address customer and applicable statutory and regulatory requirements?			
4.2	**Documentation Requirements**			
This section addresses how you use documents and records to support effective and efficient operation of your organization. A review of your procedures, work instructions, and records will determine if the standard requirements are met.				
4.2.1	**General**			
	Is there a list or other means of identifying other documentation required by your QMS?			