

## AS 9100 C to AS 9100 D - QMS Upgrade Instructions / Checklist

This instruction / checklist is intended for use in upgrading your Quality Management System for the upgrade from the AS 9100 C version to the AS 9100 D revision for Quality management systems used in the aviation, space, and defense industries.

The above Quality Management Systems are compatible with each other and have common requirements.

<p>In the SAE Aerospace Standard <b>AS 9100D</b>, the requirements are described in:</p> <ul style="list-style-type: none"> <li>• Clause 4      Context of the organization</li> <li>• Clause 5      Leadership</li> <li>• Clause 6      Planning</li> <li>• Clause 7      Support</li> <li>• Clause 8      Operation</li> <li>• Clause 9      Performance evaluation</li> <li>• Clause 10     Improvement</li> </ul>	<p>Previously in <b>AS 9100C</b>, the requirements were described in:</p> <ul style="list-style-type: none"> <li>• Clause 4      Quality management system</li> <li>• Clause 5      Management responsibility</li> <li>• Clause 6      Resource management</li> <li>• Clause 7      Product realization</li> <li>• Clause 8      Measurement, analysis and improvement</li> </ul>
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You have the 2009 Rev C version in place and now have the objective of upgrading the system to the 2016 Rev D revision. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One condensed Manual to introduce the documented information required for AS 9100 D.
- A group of procedure/system documents in your QMS with updates to reflect a document numbering system related to the new clause numbers and to incorporate the upgrades for AS 9100 D requirements,
- A group of forms and attachments needed for the documented information and systems.

The documentation will need to be reviewed, upgraded and implemented. The first step is to assign a person responsible for the QMS, such as with a Management Representative to become familiar with the changes for the 2016 version of the AS 9100 D standard. Visit [AS9100store.com](http://AS9100store.com) for training materials, resources and information on quality management systems requirements.

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The following table with detailed instructions focuses on the areas of the documentation required for the AS 9100 D quality management system. As you undertake the task of upgrading your quality management system from the 2009 version to the 2016 version, note that the intent of the main clauses is shown in **blue font**, and in the 2nd left hand column of the instructions, the text in *italics* indicates where requirements were included in previous AS 9100 C.

Use a copy of the AS 9100 D standard along with this instruction to pinpoint for your organization the areas that need attention. You may want to make notes and add comments in the space available to the right and the left of the column for reference documentation. Use the upgrade checklist section on the right side of the table to assign the responsibility for the upgrade and to follow up on its completion.

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AS 9100 Rev D Clause	Changes to the existing AS 9100 Rev C Quality System	Reference document	Changes in existing documentation	Upgrade Checklist	
				Assigned to:	Date Completed
<b>All</b>	The SAE international Aerospace standard AS 9100 Rev D is restructured and contains 10 sections or clauses numbered 1 through 10. The standard is revised to incorporate the new clause structure and content of ISO 9001:2015. In addition, aviation, space, and defense(ASD) industry requirements, definitions, and notes are included.	AS 9100 D	The requirement clauses of the new standard are the Clause 4 through Clause 10.  Your company needs to become familiar with the new structure and the changes and subsequently upgrade the Quality Management System (QMS).		
<b>All</b>	While the specific requirement for a quality manual is not in AS 9100 D, the standard requires that Documented Information be maintained for the QMS.	Manual	Replace / rework your existing Quality Manual with a condensed version that will introduce the quality system.  A quality manual is not included as a requirement in clause 7.5.1 of AS 9100 D; however, the note in 4.4.2 suggests that a quality manual can be used to compile into a single source the documented information for the QMS.		
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	<p>plan, establish, implement, and maintain the QMS processes.</p> <p><i>In AS 9100 C, the requirement for control of documents was included in 4.2.3, and the requirement for control of records was in 4.2.4.</i></p>		<p>procedure, a manual, etc.</p> <p>You will need to add / replace / rework your QMS procedures to incorporate the AS 9100 D requirements.</p> <p>An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a procedure, (such as P-750) for Documented Information and include it in section 7.5.</p>		
<b>4</b>	<p><a href="#">This first clause introduces two sub-clauses relating to the context of the organization, (1) understanding the organization and its context and (2) understanding the needs and expectations of interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the Quality Management System (QMS). In addition, the scope of the QMS and the QMS processes along with their applicability and interactions need to be determined.</a></p>				
<b>4</b>	<p>Clause 4, Context of the Organization is a new requirement in AS 9100 D.</p>	<p>Documented information</p>	<p>Your company will have to determine the issues and requirements that can impact on the planning of the QMS and that can affect the ability to achieve the intended results of the QMS.</p> <p>For typical guidance, see procedure <a href="#">P-400</a> for Organizational context and worksheet, <a href="#">F-440-002</a> to identify issues and requirements.</p>		
<b>4.1</b>	<p>Documented information for the QMS sets the stage for an understanding of the requirements and of the international standard as a whole.</p>	<p>Procedure</p>	<p>Document the information (in a document P-400, Organizational Context) to outline the process to understand and determine the internal and external issues that are relevant to the QMS.</p>		
<b>4.2</b>	<p>A stakeholder approach provides for an understanding of the requirements of interested parties.</p>		<p>Include (in a document P-400) the process to understand and determine the needs and expectations of interested parties.</p>		
<b>4.3</b>	<p><i>In AS 9100 C, the scope of the QMS was required to be included in a quality manual per par 4.2.2.</i></p>		<p>Include (in a document P-400) the process to determine the scope of the QMS. Refer to 4.3 a) thru c) and consider the internal and external issues, the requirements of interested parties, and your products and services.</p>		
	<p><i>In AS 9100 C, the application and</i></p>		<p>Include justifications for requirements of the standard</p>		