



Aerospace Pre-Registration Tips



The following tips will help your organization implement a Quality Management System (QMS) before it goes for AS9100 registration.

1. A QMS must be documented to meet the requirements of AS9100.

Documentation can be in the form of procedures, work instructions, flow charts, etc. Don't over document! The idea is to create an effective and efficient QMS, and not a complex documented system that is difficult to understand and implement. Not all procedures need to be documented; concentrate on those specifically required and/or necessary for the effective implementation of the QMS. Review AS9100 carefully for specific documentation requirements. **Important note:** Make sure procedures reflect actual practices.

2. Conduct a complete round of internal audits.

Audits should be conducted by trained auditors and documented on checklists such as the AS9101 checklist. The registrar's assessors must document all assessments using the AS9101 checklist.

Non-conformances noted during the internal audits must be documented and corrective actions shall be completed prior to the registration assessment. The registrar's assessors will review your internal audit program and also the effectiveness of the corrective action process.

3. Consider having a pre-assessment by the registrar.

This can serve as a value-added gap analysis prior to certification. Many improvements made as a result of the pre-assessment can help produce higher initial assessment scores. Remember, assessments performed to AS9100 require the registrar to score each assessment activity. Scores will be inputted into the "Online Aerospace Supplier Information System" (OASIS) by the registrar following each assessment activity. Pre-assessment activity does not require scoring.

4. Establish quality objectives/metrics and a quality policy.

Quality objectives/metrics are required in order to measure the performance of the QMS. Establish objectives for key functions – on time delivery, scrap reduction, manufacturing cycle times, etc. – to measure performance.

A quality policy is required and must be communicated and understood within the organization. The quality policy must include the requirement that the QMS will be improved by implementing a continual improvement process.

5. Training is required for employees.

Establish adequate training records for all internal and external training employees receive. Don't forget about "persons working for or on the company's behalf" (temps, suppliers, and contractors) for communication and competency requirements.

6. Don't forget a management review.

The management review requires senior management to review the performance of the QMS. Refer to AS9100 for the specific inputs and outputs required from the management review. The registrar will expect to see a minimum of a least one management review completed prior to the registration assessment.

To learn more

If you have any questions on the AS9100 certification process, or would like to start a new project with Intertek, please contact us at 800-967-5352 or icenter@intertek.com.