Q·hub

AS9100 Audit-Readiness Checklist

See where you stand against AS9100 and get audit-ready. Tick what you can already evidence today.

QUICK SELF-CHECK

- [ ] Do you have configuration management and controlled documents in place?
- [ ] Can you produce first article inspection (AS9102) evidence on demand?
- [ ] Do you have counterfeit-parts prevention controls?
- [ ] Are special processes and their approvals (e.g. NADCAP) controlled?
- [ ] Are operator qualifications and calibration records current with alerts?
- [ ] Do you manage nonconformances and corrective action to closure?

AS9100 CLAUSES

- [ ] **Clause 4 — Context of the organisation**
  Define the QMS scope and processes for the aerospace supply chain, including customer, statutory, regulatory and airworthiness authority requirements and interested parties.
  Q-Hub: Register Hub holds interested parties and regulatory obligations; Document Hub controls the scope statement, quality manual and process maps as version-controlled records.

- [ ] **Clause 5 — Leadership, product safety & ethical behaviour**
  Demonstrate top-management commitment, assign responsibilities, and address AS9100 additions for product safety and prevention of counterfeit or unapproved parts.
  Q-Hub: Document Hub distributes the quality policy with read-and-understood sign-off; Register Hub tracks product-safety and counterfeit-parts risks with assigned owners and dashboards for management review.

- [ ] **Clause 6 — Planning, risk & special processes**
  Plan actions to address risks and opportunities, set measurable quality objectives, and control operational risk including special processes and key characteristics.
  Q-Hub: Register Hub manages the risk and opportunity register with mitigation actions; Company KPIs track quality objectives live, and Register Hub flags special processes and key characteristics for control.

- [ ] **Clause 7 — Support: competence, calibration & documented information**
  Provide resources, ensure competence and awareness, control monitoring and measuring equipment, and manage documented information with configuration and record retention rules.
  Q-Hub: Training Hub maintains competency matrices with certification-expiry alerts; Asset Hub schedules calibration and maintenance; Document Hub controls documented information with approval workflows and retention.

- [ ] **Clause 8 — Operation: configuration management, FAI & counterfeit prevention**
  Control design and development, purchasing and external providers, production with configuration management, first article inspection (AS9102), counterfeit-part prevention and verification of product.
  Q-Hub: Document Hub manages configuration baselines and design records; Smart Forms capture FAI (AS9102) and inspection evidence with photos; Register Hub controls approved suppliers and counterfeit-parts checks; Audit Hub verifies received product.

- [ ] **Clause 9 — Performance evaluation & internal audit**
  Monitor, measure and analyse the QMS, conduct internal audits, assess on-time delivery and quality performance, and hold management reviews.
  Q-Hub: Audit Hub schedules internal audits with aerospace checklists, findings and follow-up; Company KPIs report on-time-delivery and quality metrics; Document Hub holds management review minutes and inputs.

- [ ] **Clause 10 — Improvement, nonconformance & corrective action**
  Manage nonconforming product, containment and disposition, drive corrective action to root cause, and pursue continual improvement of the QMS.
  Q-Hub: CAPA logs nonconformances and escapes, drives root-cause analysis and effectiveness checks; Smart Forms capture nonconformance reports on the shop floor with full traceability.