

AS9100D Readiness Checklist (v3)

25 questions to see how close your quality management system (QMS) is to a clean AS9100D audit. For quality managers and owners of aviation, space and defence suppliers. It takes about 20 minutes. Use it whether you are preparing for your first certification audit or already hold a certificate (see "Already certified?").

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How to score

Score	Meaning
0	Not defined. We don't do this yet, or it isn't written down anywhere.
1	Defined. There is a procedure or form, but it is mostly on paper.
2	Implemented and evidenced. We do it routinely and records prove it.
3	Effective. We review the results and act on them, and an auditor would see the benefit.

Score the weakest part. Many questions test several things. Score the weakest part. For example, if your gauges are calibrated (2) but personally owned gauges are not registered (0), score the question 0.

Name the evidence. For every 2 or 3, write the record that proves it (for example "calibration register, Oct 2026"). If you cannot name a record, score 1.

Questions marked [Gate] or [Gate: critical] can limit your result if they score 0 (see "Your result").

A. Foundations and leadership

#	Question	Clause	Evidence (name the record)	Score
1	Our QMS scope names our products, services and sites, and explains any requirement we treat as not applicable (for example, design).	4.3		
2	Our main processes are mapped, each with an owner, inputs, outputs, how they link and at least one performance measure.	4.4		
3	We have measurable quality objectives, including on-time delivery and product conformity, and we review progress with real data.	6.2 (see also 5.1.2)		
4	We identify business risks and opportunities, and we also assess operational risks on specific contracts and products, with owners and tracked actions.	6.1, 8.1.1		
5	Management reviews cover every required input, including delivery and conformity performance, and record decisions and actions that are followed up.	9.3 (9.3.2, 9.3.3)		
	Section subtotal (out of 15)			

B. People, knowledge and resources

#	Question	Clause	Evidence (name the record)	Score
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6	Competence needs are defined for each role (inspectors, special-process operators, internal auditors), with training records and checks that training worked.	7.2		
7	Staff can explain how their work affects product conformity and product safety, and why ethical behaviour matters.	7.3		
8	Critical know-how (set-ups, process tricks, customer quirks) is captured and shared, not held only in a few people's heads.	7.1.6		
9	Every gauge and measuring tool, including personally owned ones, is registered, calibrated with traceability and recalled on time, and we assess past product when one is found out of tolerance.	7.1.5 (7.1.5.2)		
10	Documents are controlled, the current revision is available where the work is done, and records are kept for the periods our customers and regulators require.	7.5		
	Section subtotal (out of 15)			

C. Customers and supply chain

#	Question	Clause	Evidence (name the record)	Score
11	Each contract or purchase order is reviewed before we accept it for special requirements, key characteristics and quality clauses, and the review is recorded. [Gate]	8.2.3		
12	Configuration management works in practice: the drawing and specification revision used on the shop floor always matches the contract, and changes to the product are controlled and traceable. [Gate: critical] IATF users: engineering change control under IATF 16949 is a good start, but it is not the same as aerospace configuration management. Score 2 or 3 only if you can show that the product's configuration (drawing, specification and software revisions) is identified and controlled from contract to delivery.	8.1.2		
13	We keep a register of external providers with approval status and scope, review their quality and delivery performance, and use customer-designated sources where required. [Gate]	8.4.1, 8.4.1.1		
14	Our purchase orders pass on the applicable requirements: specifications and revisions, key characteristics, right of access, record retention, change notification and counterfeit prevention. [Gate]	8.4.3		
15	We have a counterfeit parts prevention process: authorised sources, staff awareness, checks on receipt, and quarantine and reporting of suspect parts. [Gate: critical]	8.1.4		
	Section subtotal (out of 15)			

D. Production and release

#	Question	Clause	Evidence (name the record)	Score
16	Product safety is managed: safety-critical items and key characteristics are identified, people know them, and safety events are reported and acted on. [Gate]	8.1.3		
17	Production runs to current routers and work instructions, with in-process inspection, foreign object debris (FOD)	8.5.1, 8.5.1.1		

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	prevention, and tooling, equipment and NC programs validated before use. [Gate]			
18	Special processes (such as heat treatment, plating, welding or NDT) are qualified for process, equipment and people, including any customer-required approvals, whether done in-house or outsourced. [Gate: critical]	8.5.1.2		
19	First article inspection to AS9102 Rev C is carried out on new parts and repeated after changes or a long break in production, with the reports kept. [Gate: critical] IATF users: a PPAP submission is not an AS9102 first article inspection. Score 2 or 3 only if you produce AS9102-style FAI reports covering every design characteristic, and you know when a new or partial FAI is needed.	8.5.1.3; AS9102 Rev C		
20	We can trace any shipped part back to its material certificates, operators and inspection records, and only authorised people release product with evidence of conformity. [Gate]	8.5.2, 8.6		
	Section subtotal (out of 15)			

E. Checking, changing and improving

#	Question	Clause	Evidence (name the record)	Score
21	Nonconforming product is identified and kept apart, decisions such as use-as-is or repair are authorised (with customer approval where required), and escapes are reported to the customer. [Gate]	8.7		
22	Corrective action finds the root cause, including human factors, and we check that actions worked before closing them.	10.2		
23	Our internal audit programme covers every process and AS9100D requirement within the cycle, uses auditors who do not audit their own work, and findings are closed on time.	9.2		
24	We measure on-time delivery and product conformity the way our customers do (scorecards, portals, complaints) and act on the trends.	9.1.2		
25	Planned changes to production (new machines, methods, materials, sites or suppliers) and any transfer of work between sites or to suppliers are planned, approved and checked, for example by a new first article inspection, before parts ship.	8.5.6; 8.1 (work transfer)		
	Section subtotal (out of 15)			

Your result

Step 1. Add the five section subtotals to get a score out of 75.

Step 2. Check the gates. They can lower your result, never raise it:

- A 0 on Q12 (configuration management), Q15 (counterfeit parts), Q18 (special processes) or Q19 (first article inspection) means your result can be no higher than "Foundations in place", whatever your total.
- A 0 on any other question from Q11 to Q21 means your result can be no higher than "Getting close".
- Why: these controls are basic aerospace requirements. A high total cannot make up for one that is missing.

Step 3. Read your band. Applying for your first certificate? Use the table below. Already certified? Use the holder table below it.

Total	Result	What it usually means
0 to 30	Starting out	Most of the aerospace-specific controls still need to be designed. A clear plan now saves months of rework later.
31 to 50	Foundations in place	You probably have a working ISO 9001-style system. The aerospace controls in sections C and D are thin, only on paper, or in place but not yet shown to be effective.
51 to 65	Getting close	The system exists and is used. The gaps are usually evidence and effectiveness, the things a Stage 1 or Stage 2 auditor will test.
66 to 75	Ready to plan your certification audit	Provided your evidence would stand up to an independent check.

Look closely at any section scoring 7 or less out of 15. These bands are a rough guide, not an audit outcome.

Already certified? (holder results)

Use the same total and the same gates. A 0 on Q12, Q15, Q18 or Q19 means no better than "At risk at your next audit"; a 0 on any other question from Q11 to Q21 means no better than "Audit-ready with gaps to close".

Total	Result	Your next step
0 to 50	At risk at your next audit	Expect findings at your next surveillance or recertification audit. Fix the lowest-scoring questions first and check your open corrective actions.
51 to 65	Audit-ready with gaps to close	Your system works. Close the gaps in your lowest-scoring section and gather effectiveness evidence before the auditor arrives.
66 to 75	Surveillance-ready	Keep your internal audits and management reviews on schedule and watch for new customer flow-downs.

Customer flow-down readiness: add your scores for Q12, Q14, Q15, Q18 and Q19 (out of 15). If any of the five scores 0, your result is "Weak" whatever the total.

Score	What it means
0 to 7	Weak: customers' flow-down requirements are likely to cause findings or scorecard problems
8 to 11	Partly ready: some flow-downs are handled, check the weakest question
12 to 15	Ready for most flow-downs (FAI to AS9102 Rev C, counterfeit parts, configuration management)

Customers increasingly flow down AS9102 Rev C (FAI), AS9145 (advanced product quality planning and production part approval) and counterfeit-parts requirements. Changes to the AS9100 family (IA9100) have been announced by IAQG but not published; we will update this checklist when they are.

Two quick checks outside the score

Scheme check (a certification-scheme requirement under AS9104/1 Rev A, not an AS9100D clause):

- Have you chosen an accredited certification body that is listed in the IAQG OASIS database? (Yes / No)
- Has your QMS completed at least one full internal audit cycle and one management review? (Yes / No; certification bodies usually expect this before the audit)

Design firms only (AS9100D 8.3; does not change your score or gates):

- Does your certificate scope (or planned scope) include design? (Yes / No)
- If yes: do you keep records of design reviews, verification and validation for each design? (Yes / No)

If either design answer shows a gap, ask about a design-focused Readiness Snapshot.

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Want an independent view?

Self-assessment is a good start, but it is hard to mark your own work. The AS9100 Readiness Snapshot is a remote gap assessment led personally by Muazzam Iqbal, FRAeS: a document review and short video interviews, then a written report with a maturity score, your top gaps, a prioritised 90-day plan and a debrief. See qualitypractitioners.com for the current fee.

Book a free 20-minute readiness call: qualitypractitioners.com/contact

Glossary

Term	Plain-English meaning
Key characteristic	A feature of a part (such as a dimension or material property) where variation has a big effect on fit, function, life or safety, so it is controlled more tightly.
FOD	Foreign object debris or damage: loose items (swarf, tools, rags) that can get into or damage a product.
Right of access	Your customer's (and their customer's or regulator's) right to visit your site and your suppliers' sites to check work and records.
OASIS	IAQG's public online database of AS9100-family certificates and certification bodies.
First article inspection (FAI)	A full, documented check that the first part made by a new or changed process meets every drawing and specification requirement (AS9102 Rev C).
Configuration management	Knowing and controlling exactly which version of a product (drawings, specifications, software) is being built, and controlling changes to it.
Counterfeit part	A part made or labelled to look genuine when it is not, or a used part passed off as new.
Special process	A process whose result cannot be fully checked afterwards by inspection (for example heat treatment, plating, welding), so the process itself must be qualified and controlled.
Work transfer	Moving the making of a part to another site, machine line or supplier, whether for a short time or for good.
PPAP	Production part approval process, the automotive part-approval package. It is not the same as AS9102 FAI.