INSERT COMPANY NAME/LOGO HERE

AS 9110 Rev C - Quality Management Systems – The Gap Analysis Checklist

This gap analysis checklist is prepared for use in evaluating a Quality Management System (QMS) against the requirements of the new Aerospace standard AS 9110 Rev C. Each requirement is expressed as a question that the user (auditor / assessor) can use to evaluate your QMS capabilities. You will need to have a copy of the AS 9110 C standard to use along with this checklist so that you can refer to the requirements and the clarification sections of Annex A. The intent of the main clauses of the new standard is shown in blue font.

After you have prepared an audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section. As you work through the checklist take notes on what is in place, and what needs to be developed.

In the space for 'currently in place', list or reference the procedures or other documents, or evidence that you have reviewed and that will provide information for the new QMS. Take notes on the status of the documents, that is, will they need to be revised for the new system, or can they be used as is? 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 documented information is in place and if procedures and processes are being complied with, compliance is not your focus for this audit. Remember that the outcome of this audit should be a list of things that your company needs to do to comply with the AS 9110 Rev C standard.

---	QUALITY MANAGEMENT SYSTEMS REQUIREMENTS	Currently in Place	Compliant YES / NO?	If No - % Completed	Items Needed
4	**CONTEXT OF THE ORGANIZATION**				
Intend of clause	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.				
4.1	**Understanding the organization and its context**				
	Does your company determine the external and internal issues that are relevant to your purpose and strategic direction?				
	Do you consider the relevant issues that affect your ability to achieve the intended results of the Quality				

AS 9110 Rev C - Quality Management Systems – The Gap Analysis Checklist

8	OPERATION				
Intent of clause	This clause requires that your company plan, implement and control the processes required for the QMS and to implement the actions to address risks associated with operational processes. Operational planning and control include systems for configuration management, product safety, prevention of counterfeit and unapproved part, installation of approved parts. In addition, systems for customer related processes, design and development, control of external providers, control of production and service provision, and including identification and traceability, preservation of products, and control of nonconforming outputs are required.				
8.1	Operational planning and control				
	Does your company plan, implement and control the processes needed to meet requirements for the provision of products and services and to implement the actions to address risks and opportunities by:				
	• Determining requirements for the product and services?				
	See the 1st Note in section 8.1:				
	When determining the requirements for products and services do you consider: • Personal and product safety? • Suitability of parts and materials used in the product? • Product obsolescence? • Prevention, detection, and removal of foreign objects? • Handling, packaging, and preservation? • Work performed off-site from fixed location? • Recycling or final disposal of the product at the end				

	of its life?				
	• Establishing criteria for the processes and for the acceptance of products and services?				
	• Determining the resources needed to achieve conformity to product and service requirements?				
	• Determining the resources needed to meet on-time delivery of products and services?				
	• Implementing control of the processes in accordance with the criteria?				
	• Retaining documented information to provide the confidence that the processes have been carried out as planned and to demonstrate conformity of products and services to requirements?				
	• Maintaining the processes to manage maintenance tasks identified as critical by the customer or the type certificate holder?				
	• Engaging representatives of affected functions of the company for operational planning and control?				
	• Determining the process and resources to support the use and maintenance of the products and services?				
	• Determining the products and services to be obtained from external providers?				
	• Establishing the controls needed to prevent the delivery of nonconforming products and services to				

	the customer?				
	Within schedule and resource constraints, have you planned and managed product and service provision in a structured and controlled manner including scheduled events performed in a planned sequence to meet requirements at acceptable risk?				
	See the 2nd Note in section 8.1:				
	Do you refer to the above as project planning, project management, or program management?				
	Do you provide the output of the planning in a format that is suitable to your operations?				
	See the 3rd Note in section 8.1:				
	• Is the output of this planning with documented information specifying the processes of the QMS and the resources to be applied to a specific product, service, project, or contract considered as a quality plan?				
	How do you control planned changes and review the consequences of unintended changes?				
	• When required, do you take action to mitigate any adverse effects?				
	Does your company ensure that outsourced processes are controlled in accordance with clause 8.4)?				
8.1.1	**Operational Risk Management**				