



AS9100D QMS Starter: Quality Manual + Core Procedures

Start here: what's inside, how to build your system with it, and what you still need to write.

This kit gives you the documented core of an AS9100D quality management system: a quality manual template, six core procedures, and a risk and opportunity register. Every file is editable. You replace the [BRACKETED] items with your own details, change the steps to match how your shop really works, and approve them.

What's inside

File	What it is
00_Start_Here_README.pdf	This guide
01_Quality_Manual_Template (.docx + .pdf)	Company profile, scope and exclusions, policy, objectives, authorities, process table with owners and measures, clause-by-clause "how we do it" table, procedure list
02_QP-01_Document_and_Record_Control	Creating, approving, releasing, and retiring documents; customer drawings and specs; record entries, backup, retention
03_QP-02_Internal_Audit	Risk-based audit program, auditor objectivity in a small shop, running the audit, follow-up, auditor competence
04_QP-03_Nonconformance_and_Corrective_Action	Hold tags, MRB, dispositions and when the customer must approve, escapes, when to open a CA, root cause and effectiveness
05_QP-04_Management_Review	Frequency, the full list of inputs and outputs, plus an agenda and minutes form
06_QP-05_Training_and_Compotence	Job requirements, sign-offs, inspector approval, awareness topics, training effectiveness, plus a training matrix
07_QP-06_Control_of_External_Providers	Supplier approval, PO quality clauses and flowdowns, receiving verification, performance and SCARs
08_QF-RR_Risk_and_Opportunity_Register.xlsx	Issues and climate decision (4.1), interested parties (4.2), risk register with residual scoring (6.1), job-level operational risks (8.1.1), heat map and summary

Each procedure .docx also comes as a .pdf so you can read it before you edit it.

How to build your QMS with this kit

Step	Do this	Time
1	Fill in the Issues and Interested Parties sheets in the register. Answer the climate change question. Two hours with the owner and the quality lead is usually enough.	Day 1
2	Write sections 1-7 of the quality manual: who you are, scope, exclusions, policy, objectives, authorities, process table. Keep scope and exclusions consistent with what your registrar will print on the certificate.	Week 1
3	Edit each procedure. Walk the floor with the person who does the work and change the steps to what really happens. Delete anything you will not do. Fill in roles, retention, and record locations.	Weeks 1-3
4	Fill in section 8 of the manual (clause-by-clause table) last. Every row must point to a procedure, a work instruction, or a record that exists.	Week 3
5	Write the procedures this kit does not cover (see below). Approve and release everything under QP-01. Train people on what changed.	Weeks 3-6



Quality Manual

AS9100D QMS Starter - Document QM-01 - Rev A (2026-10)

How to use: replace every [BRACKETED] item with your own information and delete the guidance notes in italics. Keep the manual short and true: it describes how your company works and points to the procedures and records that prove it. This template is written in our own words. It does not reproduce AS9100D or ISO 9001; clause numbers are for navigation only. Buy the standard from SAE International (sae.org).

Document no.	QM-01	Revision	[A]
Effective date	[YYYY-MM-DD]	Owner	[Quality Manager]
Approved by	[name, title]	Approval date	[YYYY-MM-DD]

1. About [COMPANY NAME]

[COMPANY NAME] is a [machine shop / sheet-metal / assembly / special-process] supplier located at [SITE ADDRESS]. We make [describe products, e.g. precision machined aluminum and titanium components] for [aerospace, space, and defense] customers. We employ about [NUMBER] people across [NUMBER] shifts.

Guidance: two or three sentences are enough. Use your business address, not a home address.

2. Scope of the quality management system (4.3)

Scope statement (as it appears on the certificate)	[Manufacture of precision machined components for the aviation, space, and defense industries, to customer drawings.]
Sites covered	[SITE ADDRESS(ES)]
Products and services	[LIST]
Outsourced processes we control	[e.g. heat treat, anodize, passivation, NDT]

Requirements that do not apply (exclusions)

Clause	Requirement	Why it does not apply	Does it affect product conformity?
8.3	Design and development of products	[We build only to customer-supplied drawings and specifications. We do not have design authority for any product we make.]	[No. Design is controlled by our customers.]
[]	[]	[]	[]

Guidance: you can only exclude a requirement when leaving it out does not affect your ability to deliver conforming product or customer satisfaction. Designing your own fixtures is usually not product design, but confirm with your registrar.

3. Context, interested parties, and risk (4.1, 4.2, 6.1)

Top management reviews the internal and external issues that affect [COMPANY NAME], the needs of our interested parties, and the risks and opportunities that come from them at least [once a year] at management review. The current lists are kept