

AS9100D Audit-Prep Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not regulatory advice. Only an accredited registrar can certify your company; this kit does not guarantee a clean audit.

Plan on about 30 days. Do these steps in order:

1. **Open the README first.** Open **00_How_to_Use_This_Kit.pdf**. It lists every file and the order to use them. Keep the **Examples** folder open beside your blank forms.
2. **Find your gaps.** Work through **01_Audit_Readiness_Checklist_AS9100D** one line at a time. Mark each line Y, P or N. Only mark Y if you can show the record today. Give every P and N an owner and a due date.
3. **Set up the tracker.** Open **06_Excel_Tracker_Workbook.xlsx**. Delete the example rows when you are ready. Log your gaps, NCRs and corrective actions here so nothing gets lost.
4. **Handle bad parts the same way every time.** Use **05_Nonconformance_Report_NCR_Template** for any part that does not meet the drawing. Contain it, decide the disposition, and get customer approval before using a part as-is or repaired when your contract requires it (clause 8.7).
5. **Fix problems so they stay fixed.** Use **03_Corrective_Action_8D_CAPA_Form** for repeat or serious problems. Find the real root cause, act on it, then check later that it worked (clause 10.2).
6. **Do first articles right.** Follow **04_First_Article_Inspection_AS9102_Guide** for new parts and changes. Balloon the drawing and record every characteristic (clause 8.5.1.3; AS9102 forms).
7. **Run one internal audit.** Use **02_Internal_Audit_Plan_and_Report_Templates**. Pick a process, follow a real job through it, and write what you saw with evidence (clause 9.2). Look at the example first.
8. **Hold a management review.** Meet with leadership, go over the results, risks and open actions, and write down the decisions (clause 9.3).
9. **Get ready for audit day.** Recheck the checklist. Make sure records are easy to find. Answer only what the auditor asks, and show the record.

Stuck? See normanqualitytools.com for support options. For gaps you can't close yourself, bring in a qualified consultant or auditor.

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