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| **AS9101/9104-01 Mandatory Pre-Audit Data Gathering Form** | **F:\NQA\NQA Marketing\LOGOS\NQA logos\NQA logo 70kb.jpg** |

**General:**

AS9101 requires that prior to an AS91xx Audit, the audit team leader gathers information related to the company. This document is aimed at establishing this information where its completion by the organisation to be assessed is required prior to the visit taking place.

**Your help in completing this form and its return to the lead auditor is required in order for the assessment to commence, please complete the form and return at least 2 months prior to your planned assessment. Failure to return the form could result in your assessment being cancelled and your certification put at risk.**

**This form in editable version (.doc) can be downloaded from NQA website as part of the Aerospace Toolkit:** [**https://www.nqa.com/en-gb/certification/standards/as9100**](https://www.nqa.com/en-gb/certification/standards/as9100)

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| **1 Client Details** |
| Client Name: |  |
| Date of Assessment: |  |
| Main Contact: |  |

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| **2(ASD) Aerospace, Space and or Defence Business:** |
| **Volume of Aerospace Work (%):**  |
| **Top Customers** | **Industry/Sector** | **Percentage of total Business** |
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| **3 Operations** |
| **Topic** | **Comments** |
| Employee Number/Details (show qty at each site):Full Time Equivalent is not recognized by Aerospace scheme. There is no distinction between part time or fulltime employees, all employees are included |  |
| Shift Patterns (show employees at each site): |  |

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| **4 Organisations Processes & KPI’s:** |
| **Process Name**Identify each ‘Key’ / Core’ QMS process - add/delete rows as required) | **Description of Process KPI/Target**(Note –Must be measurable and financial KPI’s are not permitted by the AS9100 series of requirements) | **Process KPI/Target** | **Actual Results** (12 month average) |
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| **Comments on the above** |

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| **4 Organisations Mandatory KPIs:** |
| **Description of KPI** | **Process KPI/Target** | **Actual Results** (12 month average) |
| On Time Delivery |  |  |
| Product Quality |  |  |
| **Comments on the above** |

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| Are there any areas / products subject to audit restrictions (e.g. List X status / ITAR etc): | [ ]  Yes [ ]  No |

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| Regulatory Approvals (EASA/FAA etc) | [ ]  Yes [ ]  No |

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| Any changes to your scope since the last assessment? | [ ]  Yes [ ]  No |

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| --- | --- |
| Any key changes to management, documentation, processes, facilities, business strategy, new technologies | [ ]  Yes [ ]  No |

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| Any Customer Specific Approvals (Boeing, Sabre etc)? | [ ]  Yes [ ]  No |
|  |  |
| Work on Customer Sites/Temporary Sites? | [ ]  Yes [ ]  No |
|  |  |
| Any PPE required to access the site | [ ]  Yes [ ]  No |

\*If you answered yes to any of the above, please give details in box 5

**It will be necessary for you to access the OASIS database after the Opening Meeting where it would help if you have ready access to your password if not regularly used. Please contact our dedicated aerospace team in case of technical problems** aerospace@nqa.com**.**

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| **5 Clients Additional Information: (that may be of benefit to the audit if any e.g. Key business / workplace / organisational changes etc)** |
|  |

**Please attach a copy of your current Interaction Flowchart/Description**

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| **6 Auditor comments from review (review the impact on the current plan for the forthcoming assessment, inform the office if any changes are required):** |
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