Complete editable AS 9100D document kit (Manual, procedures, process approach, exhibits, formats, work instruction, audit checklist etc., based on AS 9100D and ISO 9001-2015)

Website: http://www.certificationconsultancy.com/AS9100-certification-documents-manual-procedures.htm

Chapter-1.0 CONTENTS OF AS 9100D DOCUMENT KIT (Latest version D)

(More than 90 document files)

The Total Editable Document kit has 7 main directories as below.

AS 9100D Editable Document kit for Aviation, Space and Defense Organizations

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 files in MS Word
2.	Procedures	17 Procedures in MS Word
3.	Process Approach	11 process approach in Ms. word
4.	Exhibits	04 exhibits in MS Word
	Formats	49 formats in MS Word / Excel
5.	Routine Formats	23 formats in MS Word / Excel
	System Formats	26 formats in MS Word / Excel
	Work Instruction	18 work instruction in MS Word
6.	Production	15 work instruction in MS Word
	Quality Control	03 work instruction in MS Word
7.	Audit checklist	More than 700 questions

### Total 90 files quick download in editable form by e delivery

### **B.** Documentation:-

Our document kit is having sample documents required for AS 9100D certification as listed below. You need to study it do necessary changes as per your company need and within 1 week your entire editable documents with all necessary details are ready and many medical laboratories are accredited globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent accreditation assessment.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of medical laboratories.

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#### 1. Quality Manual:

It covers sample copy of quality manual for Aviation, Space and Defense Organizations. It describes how all requirement of AS 9100D. It covers list of procedures as well as overview of Aviation, Space, and Defense Organizations and covers tier 1 of AS 9100D documents.

### **AS 9100D Manual Index**

(A) Table of Contents				
Chapter No.	Subject		ISO9001 & AS9100D Clause Reference	
	Section – 1			
1.	Introduction			
2.	Table of contents	3 – 4		
3.	Control and distribution	5 – 7		
	Section – 2			
	Context of the Organization		4.0	
	Understanding the organization and its context		4.1	
4.	Understanding the needs and expectations of interested parties	8 – 10	4.2	
	Determining the scope of the quality management system		4.3	
	Quality management system and its processes		4.4	
	Leadership		5.0	
	Leadership & Commitment		5.1	
<b>5</b> .	Policy	11–14		
	Organizational roles, responsibilities and authorities		5.3	
	Planning		6.0	
6.	Action to address risks and opportunities		6.1	
	Quality objectives and planning to achieve them	15 –16	6.2	
	Planning of changes		6.3	

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(A) Table of Contents				
Chapter No.	Subject	Page No.	ISO 9001-2015 & AS 9100D Clause Reference	
	Support		7.0	
	Resources		7.1	
7.	Competence	17 –23	7.2	
/.	Awareness	17 –23	7.3	
-	Communication		7.4	
-	Documented information		7.5	
	Operation			
-	Operational planning and control		8.0	
-	Requirements for products and services		8.1	
-	Design and development of products and		8.2	
•	services	04 40	8.3	
8.	Control of externally provided processes, products and services	24 –40	8.4	
-	Production and service provision		8.5 8.6	
-	Release of products and services		8.7	
-	Control of nonconforming outputs		0.7	
	Performance evaluation			
-	Monitoring, measurement, analysis and		9.0	
9.	evaluation	41 –44	9.1	
	Internal audit		9.2 9.3	
	Management review		9.5	
	Improvement		10.0	
10.	General	45 –47	10.1	
10.	Nonconformity and corrective action	43 –47	10.2	
ĺ	Continual improvement		10.3	
	Annexure			
ANX–I	List of Documented information	48 –48	==========	
ANX-II	Glossary of terms	49 –49	========	
ANX–III	Global Aerospace Inc. activity process flow chart	50–53	=========	
ANX-IV	Organization structure	54 –54	==========	

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### 2. Procedures (17 Procedures):

It covers sample copy of mandatory procedures covering all the details of AS 9100 rev D standard.

### List of procedure

- 1. Procedure for Management Review
- Procedure for Document and Data Control
- 3. Procedure for Corrective Action
- 4. Procedure for Control of Quality Records
- 5. Procedure for Internal Audit
- 6. Procedure for Control of Monitoring and Measuring Equipments
- 7. Procedure for Training
- 8. Procedure for Failure Mode effect Analysis
- 9. Procedure for supplier first article inspection
- 10. Procedure for Configuration Management
- 11. Procedure for Risk Management
- 12. Procedure for customer satisfaction survey
- 13. Procedure for Purchasing
- 14. Procedure for Control of Non-Conforming Products
- 15. Procedure for identification of products
- 16. Procedure for traceability
- 17. Procedure for preservation

#### 3. Process Approach (11 process approach):

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix and reference of documented information generated by process for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix process wise risk and opportunity as well as mitigation plan for risk is given.

### **List of Process approach**

- 1. Process approach for Customer Service
- 2. Process approach for Despatch
- 3. Process approach for Design and Development
- 4. Process approach for Engineering
- 5. Process approach for Marketing

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- 6. Process approach for Production
- 7. Process approach for Purchase
- 8. Process approach for Quality Control
- 9. Process approach for Risk & Opportunity
- 10. Process approach for Stores
- 11. Process approach for Training Activity

### 4. Exhibits (04 Exhibits):

It covers sample copy of exhibits covering all the details of AS 9100D standard.

### **List of Exhibits**

- 1. Skill Requirements
- 2. Disposal of Non-conforming Products
- 3. Quality & Process Control Plan
- 4. Document codification system.

### 5. Blank Formats (49 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the Aviation, Space, and Defense Organizations. The samples given are as a guide and not compulsory to follow and Aviation, Space, and Defense Organizations is free to change the same to suit own requirements.

#### **List of Formats**

	<u>List of Formats</u>							
1.	Design and Development Plan	2.	Design Review Minutes of Meeting					
3.	Design verification report	4.	Design validation report					
5.	Breakdown History Card	6.	Preventive Maintenance Schedule					
7.	Preventive Maintenance Check Points	8.	Order Form / Order Confirmation					
9.	Customer complaint report	10.	Customer feedback form					
11.	Production plan	12.	Disposal of Non–Conforming Products					
13.	Purchase order	14.	Indent and incoming inspection record					
15.	Approved external provider list	16.	Supplier registration form					
17.	Open purchase order	18.	Daily stock statement					
19.	Gate pass	20.	Preservation Assessment					
21.	Goods Receipt Note	22.	Installation Commissioning Progress Report					
23.	Service Report	24.	Performance Appraisal Report – Functional Heads					
25.	Performance Appraisal Report – Staff	26.	Manpower Requirement Form					
27.	Master List Cum Distribution List of Documents	28.	Change Note					
29.	Calibration status of instrument / equipment	30.	Master List of Records					
31.	Quality objectives and target	32.	Audit Plan / Schedule					
33.	Internal audit non-conformity report	34.	Clause wise Document wise Audit Review Report – AS 9100					
35.	Corrective action report	36.	Continual improvement plan					
37.	Preventive action report	38.	List Of Licenses / Certificates					
39.	Configuration Management Audit Report	40.	First Article Inspection Report					
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- 41. Potential failure mode and effects analysis
- 43. Employee Wise Training & Competence Record Sheet
- 45. Job Description and Specification
- 47. Multi Skill Analysis
- 49. Communication report

- 42. Training calendar
- 44. Induction training report
- 46. Training Report
- 48. Risk Analysis sheet

### 6. Work instruction (18 work instructions):

It covers sample copy of work instructions covering all the details of AS 9100D standard.

#### **List of work instruction**

- 1. Work instruction for Redial & pillar Drill
- 2. Work instruction for Honning Machine
- Work instruction for Lathe machine Operator
- 4. Work instruction for Welding operator
- Work instruction for Air Compressor
- 6. Work instruction for Hacksaw Machine
- 7. Work instruction for Shaping Machine
- 8. Work instruction for Surface grinding machine operator
- 9. Work instruction for CNC Machine
- 10. Work instruction for Crane operation
- 11. Work instruction for Electrical Activities
- 12. Work instruction for Painting
- 13. Work instruction for Hygiene Clearance
- 14. Work instruction for Re-call
- 15. Work instruction for Foreign Object Detection
- 16. Work instruction for Incoming Inspection and Testing
- 17. Work instruction for In Process testing
- 18. Work instruction for Final Inspection & Testing.

### 7. Audit checklist (more than 700 questions)

It covers sample audit questions based on all the AS 9100D requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the AS 9100D requirements are fulfilled by the Aviation, Space, and Defense Organizations.

For Quick download of document matrix for linkage of documents with all clauses of AS 9100D Click Here

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### **Chapter-2.0 ABOUT COMPANY**

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had more than 1800 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.

- 1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO and AS9100 series consultancy. We had clients **in more than 45 countries.**
- 2. Highly qualified 50 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
- 3. We have 100% success rate for ISO and AS9100 series certification of our clients from reputed certifying body and branded image and leading name in the market.
- Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
- 5. So far more than 50000 employees are trained by us in ISO series certification.
- 6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

### **Global Manager Group is committed for:**

- 1. Personal involvement & commitment from first day
- 2. Optimum charges
- 3. Professional approach
- 4. Hard work and update the knowledge of team members
- 5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
- 6. To establish strong internal control with the help of system and use of the latest management techniques.

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### **Chapter-3.0 USER FUNCTION**

#### A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

#### B. Software used in Document kit

 Documents written in Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

#### 3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of AS 9100D Standards.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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### **Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT**

- 1. By using these documents, you can save a lot of your precious time while preparing the AS 9100D documents.
- 2. Take care for all the section and sub sections of AS 9100D standard helps you in establishing better system.
- 3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own AS 9100D documents for their Aviation, Space, and Defense Organizations.
- 4. Save much time and cost in document preparation.
- 5. You will get better control in your system due to our proven formats.
- 6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
- 7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
- 8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
- 9. Prepared by globally proven team of leading consultant

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