AS 9120 A to AS 9120 B - QMS Transition Instructions / Checklist

AS 9120 Rev B Clause	Changes to the existing AS 9120 Rev A Quality System	Reference document	Changes in existing documentation	Upgrade Checklist	
				Assigned to:	Date Completed
All	The SAE international Aerospace standard AS 9120 Rev B is restructured and contains 10 sections or clauses numbered 1 through 10. The standard is revised to incorporate the new clause structure and content of ISO 9001:2015. In addition, aviation, space, and defense(ASD) industry requirements, definitions, and notes are included.	AS 9120 B	The requirement clauses of the new standard are the Clause 4 through Clause 10. Your company needs to become familiar with the new structure and the changes and subsequently upgrade the Quality Management System (QMS).		
All	While the specific requirement for a quality manual is not in AS 9120 B, the standard requires that Documented Information be maintained for the QMS.	Manual	Replace / rework your existing Quality Manual with a condensed version that will introduce the QMS. A quality manual is not included as a requirement in clause 7.5.1 of AS 9120 B; however, the note in 4.4.2 suggests that a quality manual can be used to compile into a single source, the documented information for the QMS.		
---	*In AS 9120 A, the requirement for a Quality Manual was in clause 4.2.2.*	Manual	In the condensed manual include sections for: • Scope of the Quality Management System (QMS), • Distribution Control List, • Revision Status, • Quality Policy and Objective, Strategic Direction, • Organization Chart, • Company Background - Products and Services, • Process Flow Diagram, • List of Documented Information, • Records Documentation Matrix.		
---	The specific requirement for documented procedures is not in AS 9120 B; however documented information is required to plan, establish, implement, and maintain the QMS processes.	Documented information	The QMS documented information may be presented in any suitable format such as in a method, an instruction, a system, a process, a procedure, a manual, etc. You will need to add / replace / rework your QMS		

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	In AS 9120 A, the requirement for control of documents was included in 4.2.3, and the requirement for control of records was in 4.2.4.		procedures to incorporate the AS 9120 B requirements. An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a procedure, (such as P-750) for Documented Information and include it in section 7.5.		
4	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	Clause 4, Context of the Organization is a new requirement in AS 9120 B, and replaces clause 4 Quality management system in AS 9120 A.	Documented information	Your company must determine the issues and requirements that can impact on the planning of the QMS and that can affect the ability to achieve the intended results of the QMS. For typical guidance, see procedure P-400 for Organizational context and worksheet, F-440-002 to identify issues and requirements.		
4.1	Documented information for the QMS sets the stage for an understanding of the requirements and of the international standard.	Procedure	Document the information (in a document P-400, Organizational Context) to outline the process to understand and determine the internal and external issues that are relevant to the QMS.		
4.2	A stakeholder approach provides for an understanding of the requirements of interested parties.		Include (in a document P-400) the process to understand and determine the needs and expectations of interested parties.		
4.3	*In AS 9120 A, the scope of the QMS was required to be included in a quality manual per par 4.2.2.*		Include (in a document P-400) the process to determine the scope of the QMS. Refer to 4.3 a) thru c) and consider the internal and external issues, the requirements of interested parties, and your products and services.		
4.3	*In AS 9120 A, the application and exclusion of requirements were included in par 1.2.* *Excluded were clause 7, design and*		Include justifications for requirements of the standard that do not apply to the scope of the QMS. Note that conformity to AS 9120 B can only be claimed if the requirements determined to be not		

	management review was included in 5.6.		direction of your company.		
9.3.1	In AS 9120 B, clause 9.3.1 requires the alignment of the QMS with the strategic direction of the organization.		Include the requirements for the QMS to be aligned with your strategic direction.		
9.3.2	In AS 9120 B, clause 9.3.2 specifies the inputs for the management reviews. *In AS 9120 A, the detailed requirements for management review inputs were included in 5.6.2.*		Include the methods for identifying management review inputs. Refer to 9.3.2 a) thru f) and include requirements ranging from a) status of actions from previous management reviews, to f) opportunities for improvement.		
9.3.3	In AS 9120 B, clause 9.3.3 specifies the outputs of management reviews. *In AS 9120 A, the detailed requirements for management review outputs were included in 5.6.3.*		Include the methods for identifying management review outputs and reporting on decisions and actions on those outputs. Refer to 9.3.3 a) thru d) and include requirement ranging from a) opportunities for improvement, to d) identified risks.		
10	This last clause requires that your company determine and select opportunities for improvement and implement the actions needed to meet customer requirements and to enhance customer satisfaction. The improvement process includes systems for nonconformity and corrective action and for continual improvement.				
10	In AS 9120 B, clause 10, Improvement replaces clause 8.5 in AS 9120 A.	Documented information	Review your existing process for improvement.		
10.1	In AS 9120 B, a general requirement specifies that your company determines and selects opportunities for improvement.	Procedure	Document the information (in a document P-1010) to outline the process to implement the actions needed to meet customer requirements and enhance customer satisfaction. Refer to 10.1 and include the requirements for: • Improving products and services to meet requirements as well as addressing future needs and expectations, • Correcting, preventing or reducing undesired effects, • Improving the performance and effectiveness of the QMS. See the note in 10.1 for examples of improvements.		

Documents are in Microsoft Word for ease of editing

AS 9120 Rev B

Quality Management Systems Documentation

Quality Manual / Documented Information

Document No. QM-9120-B

Street Address

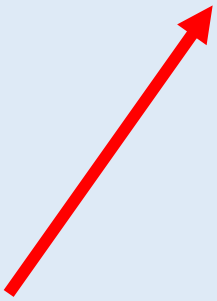
City, State, Zip

Tel,

Cell Phone:

Email:

Web Site:



Blue text throughout the manual highlight areas for customization

Table of Contents – (this page)

Any text may be edited.

Blue text provides examples of what you may want ot use.

Black text describes the QMS.

Section A Scope or the Quality Management System **Provides general purpose and description of Quality Manual**

General

To determine and establish the scope of the QMS, Your Company determined the boundaries and applicability of the QMS and considered the external and internal issues, the requirements of relevant interested parties, and the products and services of the company. The scope is available and maintained as documented information stating the products and services covered by the QMS.
Your Company applies all the requirements of AS 9120 Rev B when they are applicable within the determined scope of the QMS.
As developed with procedure P-400 for Organizational context, include the scope of your QMS here:

Blue text gives guidance for customization.

_____

_____

For example, if you are a distributor of landing gear tires, the scope of the Quality Management System includes the major product and service categories associated with the distribution of landing gear tires from the Main Street warehouse location to regional, national, and international aviation, space, and defense customers.

Conformity to the standard may only be claimed if the requirements determined as not being applicable do not affect the organization's ability or responsibility to ensure the conformity of its products and services and the enhancement of customer satisfaction.
In the event that any requirement is not applicable at Your Company, justification for any instance where a requirement cannot be applied is documented.
Your Company has determined that the following requirement(s) is/are not applicable to the operations at this site:

_____.

As determined with procedure P-400, identify the requirement(s) that do not apply and document the justification here:

Related documents are referenced.

_____

_____Fo

r example, if you are a distributor of aircraft tires, a requirement that does not apply:

Clause 8.3 for design and development does not apply to the company. The product is designed and developed and meets requirements through the designer and provider of landing gear tires.

Section B References

a. Normative reference
9100:2016 Quality Management Systems – Requirements for aviation, space, and defense organizations,
ISO 9000:2015 Quality Management Systems – Fundamentals and vocabulary.
ISO 9001:2015 Quality Management Systems – Requirements

b. Definitions Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.

INSERT YOUR COMPANY LOGO/NAME HERE

EQUIPMENT PROBLEM REPORT

EQUIPMENT DESCRIPTION:_____

LAST TASK PERFORMED:_____

JOB NUMBER:_____

DATE:_____ TIME:_____

OPERATOR:_____

REPORTED BY:_____

DESCRIPTION OF PROBLEM:

ACTION TAKEN

PROBLEM INVESTIGATED BY:_____

PROBLEM RESOLUTION DATE:_____

You can search and replace "your company" with your own company name.

INSERT COMPANY NAME/LOGO HERE

GUIDELINES – Evaluation and Selection of External Providers	Date Approved _____	Data Form A-840-001

Providers are evaluated and selected by one of the following methods:

Review methods listed below at par 1.1 to 1.6 and select one or more that are appropriate for your company.

If you have goods or services that vary in its impact on quality you may want to set up categories, the higher the impact the more comprehensive the method. You may need to combine more than one method, for example an audit and samples for inspection and test.

Blue text throughout the manual highlight areas for customization

1.1 The provider is, at a minimum, registered to ISO 9001:2015.

- Purchasing department staff reviews and maintains a copy of their certificate and quality manual on file.
- Purchasing / Quality management staff performs quality system development with the objective of provider conformance to ISO 9001:2015 and leading to AS 9120 B.

1.2 The provider provides graded or classed material, and provides certificate of analysis with the material or item.

1.3 Samples of the materials or items are provided for inspection and test, with satisfactory results.

- The person requesting the purchase documents the sample size required and the inspection and test to be performed on the purchasing documents.
- Completed inspection and test records show the criteria for acceptance and the actual results. If they are acceptable, the requisitioner sends them to purchasing to be kept in the provider's file.

1.4 An audit of the provider confirms that required elements of a quality system are in place and results documented in the provider assessment report F-840-001.

- The Quality manager assigns an individual or team to perform the audit.
- The Quality manager reviews the completed audit checklist, and determines if the supplier meets requirements.
- If the provider meets requirements, the purchasing manager indicates acceptance on the provider assessment report and keeps the audit checklist in the provider's file.
- The approved provider is added to the List of acceptable sources, form F-840-002.

1.5 The provider is specified by the customer contract. The use of customer designated providers does not relieve Your Company of the responsibility to ensure quality.

1.6 The Purchasing department places a trial order.

- Purchasing department orders the material or item, and the requisitioner uses the material, and measures the results.
- If the results are not acceptable, the product that it was used for is controlled according to the control of nonconforming product procedure, P-870.
- If the results are acceptable, they are documented and kept in the provider's file.

from the print date unless stamped “controlled copy” in red ink. Copies of these controlled documents are not authorized.

5.4.10 For documented information electronically managed, the data is protected. It is saved on an external drive on a daily basis and stored off-site for protection from loss, unauthorized changes, unintended alteration, corruption, and physical damage.

Blue text throughout the manual highlight areas for customization

5.4.11 Examples of retained documented information include items such as:

- Manufacturer, distributor, and repair station test & inspection reports
- Purchase orders/contracts
- Certificates of conformity, copies of authorized release certificates
- Nonconformance, concession, and corrective actions
- Lot or batch traceability
- Storage, preservation, or shelf life condition, such as time, temperature, humidity.

5.5 Document revisions

5.5.1 Documents are reviewed during regular use and during internal audits and are updated as found necessary during these reviews.

5.5.2 All employees are responsible for reviewing the documents to ensure they are identifiable and legible as they use them and submitting document change requests to update documents or obtaining new copies as necessary.

5.5.2 Documents are revised to update or clarify information using the Document Change Request form, F-750-005.

5.5.3 Revisions to procedures and the description of changes are indicated in the table in the revisions section at the end of the procedure. For example, the letter A in the table and at the end of the procedure number represents the initial issue for a procedure.

5.5.4 The document control coordinator uses the document revision checklist, form F-750-006 to ensure that all steps are completed.

5.5.5 When changes to the QMS are needed, they are carried out in a planned and systematic manner and consideration is given to the integrity of the QMS.

5.5.6 Revisions to documents go through the preceding document approval, identification, and distribution steps. Document changes are approved by an individual in the same function that performed the original review and signed the original document indicating approval.

5.5.7 All changes authored by other individuals have the document owner as a reviewer/approver.

5.6 Obsolete Document Disposition

5.6.1 To prevent the unintended use of obsolete documented information, one copy of the obsolete document is retained and marked “Archive Copy”.