


<b>Document: ASF-04</b>  <b>Rev.: 1</b>	<b>AS9100 Rev. D</b> <b>Client Readiness and</b> <b>Transition planning</b>	
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Hello Aviation, Space and Defense Client,

1. General Requirements

In accordance with AS9104/1 and Supplemental Rule (SR) 003, CMA Quality International requires determining each client readiness and planning to transition to the new revision of the AS9100:2016, also to determine additional audit duration that will be necessary to evaluate your AQMS to the 2016 revised version of the standard.

Your organization shall respond with completed for to CMA Quality International by March 1, 2017 in order for us to retain documented evidence of the clients' commitment to transition to the applicable AS 91XX:2016 AQMS.

Supplemental Rule 3 states that all ASD audits with a start date after June 15, 2017 must be performed to the latest revision of the standards.

If your organization did not transition to the 2016 version of AS91XX by Sept.01.2017, CMA will issue a risk mitigation plan for losing AS91XX certification and will work with your organization. The risk of non-transition shall be evaluated and actions taken by Dec.01.2017.

2. Transition Readiness

The 2016 revision of the AS 9100 standard includes new requirements for below areas.

Please list your method of compliance in the boxes below:

Product Safety called out in selected areas.	
Risk Based Thinking Application	
Human Factors	
Product Safety	
Configuration Management	
Prevention of Counterfeit Parts	
Post Delivery Support	
Management Representative	

Revision Log		
Revision no.	Description of change	Release date
1	Initial release	12.01.2016

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Please provide comments for the topics selected above and make statements related to the activities completed by your organization, i.e. gap analysis, training, implementation status, actions to implement requirements.

3. Transition Audit Duration

Key requirements concerning the need to determine appropriate audit duration:

2. CMA will calculate the on-site audit duration as follows:
  - 2.1. The on-site audit duration for the transition to the 2016 edition of the applicable AQMS standard shall be determined from AS9104/1 requirements for the applicable audit.
  - 2.2. CMA shall further increase the on-site audit duration to effectively audit the changes to the certified organization's QMS that occurred to support conformance to the revised AQMS standard(s).
    - 2.2.1. Transition during Surveillance – 30 % additional time to the normal surveillance duration
    - 2.2.2. Transition during Recertification - 15% additional time to the normal recertification duration
    - 2.2.3. Transition during a Special Audit – 30% additional audit time, similar to 2.2.1
    - 2.2.4. A Zero addition for transition on-site audit duration is not permitted.
  - 2.3. The audit duration shall be tailored to each individual certified organization.
  - 2.4. The round up required by AS9104/1 clause 8.2a shall only occur once after all other calculations are complete.

Client declaration in regards to readiness and AS9100 D transition planning:

OUR ORGANIZATION WILL BE READY TO TRANSITION BY:	
Completed by: (Name)	
POSITION	
Signature:	
Date:	

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1	Initial release	12.01.2016