

# RM13005 Quality Audits & Auditor Accreditation

## 9.2.3 Internal (and Supplier) Audits

AUDIT TYPE	SCOPE	FREQUENCY
Quality System Audits	Entire Management System.	Within 3 years <sup>[1]</sup>
	<ul style="list-style-type: none"> <li>Internal audit management.</li> <li>Management reviews.</li> <li>Contract review and flow down of customer requirements.</li> <li>Control of work transfers.</li> <li>Control of suppliers including requirements flow down.</li> <li>Control of design and development changes.</li> <li>Control of nonconforming product.</li> <li>Management of fixed processes.</li> </ul>	Annually
Production Process Audits	Every production process.	Within 3 years Unless otherwise agreed with customer
Product Audits	As agreed with customer.	Annually
Special Process Audits	All processes classified as special process.	Annually

[1] Each element shall be prioritized based on risk.

## 7.2.2 Auditor Competence

**Table 7 - Auditor qualification - maintain**

MAINTAIN	ADDITIONAL INFORMATION
Audit Frequency	Auditors shall complete at least 1 audit course and 5 audits over 3 years.

**Table 6 - Auditor qualification - experience**

EXPERIENCE	ADDITIONAL INFORMATION
	Auditors shall have a: <ul style="list-style-type: none"> <li>Technical degree or similar experience and minimum 1-year functional (facturing).</li> </ul>

**Table 5 - Auditor qualification - initial training**

TRAINING	ADDITIONAL INFORMATION
Lead Auditor Qualification	Lead Auditor Qualification: <ul style="list-style-type: none"> <li>This level of training is required for auditors that will be leading Internal and/or supplier audits. <sup>[1]</sup></li> <li>The Lead Auditor shall be trained in an Aerospace Lead Auditor training with documented content and examination. <sup>[1]</sup></li> </ul>
Internal Audit Qualification	<ul style="list-style-type: none"> <li>Internal Auditor Qualification shall be achieved by Auditors that conduct internal audits or participate in supplier audits in support of a Lead Auditor.</li> <li>Training to be delivered by external body, (recommend using a training provider that utilizes Aerospace Experienced Auditor, minimum 2 days, and contains audit methods and 9100) or by an approved internal Lead Auditor.</li> </ul>
9100 familiarization	<ul style="list-style-type: none"> <li>For Auditors that have received training for Lead or Internal Auditor, against a standard that is not 9100, then 9100 familiarization is mandatory.</li> </ul>
AS13100 familiarization	<ul style="list-style-type: none"> <li>Auditors shall receive training on all aspects of the AS13100 standard and the associated defect prevention tools (8D, Design FMEA, Process FMEA, MSA, etc.).</li> <li>Auditors should receive training on the AS13100 associated Reference Manuals.</li> </ul>
Government or airworthiness authority regulations (as appropriate)	<ul style="list-style-type: none"> <li>Auditors shall receive training (internal or external) on the regulatory requirements applicable to the site's approvals.</li> </ul>

<sup>[1]</sup> Training preferably delivered by external body with a certified training adequate for the organizations' certification level.

## 9.2.5 Annual Audit Report

**Annual Audit Report**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals**

Regulatory	Management System	Customer(s)
<input type="checkbox"/> AS9100 Part 21 <input type="checkbox"/> AS9100 Part 22 <input type="checkbox"/> AS9100 Part 24 <input type="checkbox"/> Other, Please list	<input type="checkbox"/> AS 9100 <input type="checkbox"/> AS 9120 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> Other, Please list	<input type="checkbox"/> OEM <input type="checkbox"/> OEM & Winflow <input type="checkbox"/> Safran <input type="checkbox"/> Rolls-Royce <input type="checkbox"/> Other, Please list

**Audit Program**

New Revision Published

