

FORM 1: STAGE 1 AUDIT REPORT INSTRUCTIONS

Item #	Description
1	Include the name of the Certification Body (CB) conducting the audit.
2	Use the IAQG logo as default.
3	Identify the audit date(s). If more than one day, include the audit start and finish dates.
4	Identify the total number of on-site auditor days; include off-site auditor days for 9120, as applicable (see clause 4.3.2.1 - b). For certification structures other than single, the total audit duration is the sum of all individual durations for each of the sites visited.
5	Identify the audit report number and the date that the audit report was created.
6	Include general information of the organisation being audited (i.e., company name, address, website). If part of a larger organisation, enter information regarding the parent company in the 'Subsidiary of' box.
7	Include contact details of the organisation being audited [i.e., telephone number, e-mail address, name, title of the organisation representative (point of contact), Online Aerospace Supplier Information System (OASIS) administrator name].
8	Enter information regarding the preferred language for the Stage 2 audit.
9	Indicate "Yes" or "No", on whether an interpreter is needed.
10	Identify the proposed certification scope (e.g., The design, development, manufacture, testing, and service of hydraulic actuators.).
11	Enter information on the clauses from the applicable standards (i.e., 9100, 9110, 9120) that are permitted to be excluded from the Quality Management System (QMS); must be appropriate and limited to clause 7.
12	Identify the name of the audit team leader.
13	Identify the standard used for determining the audit criteria, by selecting the appropriate box (i.e., 9100, 9110, or 9120).
14	Include the revision level of the relevant 9100, 9110, and/or 9120 standard (e.g., AS9100C, EN9100:2009).
15	Identify the organisation's quality manual.
16	Include the revision number and/or date of the organisation's quality manual.
17	Populate the table with the relevant information to support the OASIS upload. The number of employees is based on all employees involved in the scope of certification.
18	Include information regarding the organisation's percentage of revenue relating to aviation, space, and defence business; and percentage of revenue relating to other industries.
19	Include information on the number of full time, part time, and temporary employees associated to aviation, space, defence; and other industries business. If applicable, include the total percentage of aviation, space, and defence employees; and the percentage of employees supporting other industries.
20	Include information on the number of shifts and associated shift patterns relating to aviation, space, defence; and associated information regarding other industries business.
21	List and specify all key (e.g., top five) current and potential aviation, space, and defence; and/or other customers requiring 9100-series standard compliance, including an indication of how much business each customer represents in percentage terms of their aviation, space, and defence business. Identify the current customers with "(C)" and the potential customers with "(P)". NOTE: Omit details, if confidentiality agreements forbid.
22	Include information relating to a high-level requirements review and evaluation of processes and procedures; record if the processes are Satisfactory (S) or Unsatisfactory (U), and identify related references and provide comments, as appropriate.

FORM 1: STAGE 1 AUDIT REPORT INSTRUCTIONS (cont.)

Item #	Description
23	Include general comments relating to the high-level requirements review and evaluation, including a summary for items determined to be "Unsatisfactory" (U).
24	Review performance data for each key customer; primary focus is on the product conformity and On-time Delivery (OTD) performance trends. Sources of information can include: customer satisfaction data, complaint summaries, customer reports, scorecards, key performance indicators (e.g., escapes, rejections, complaints, defectives). Summarise results and indicate whether performance is satisfactory or unsatisfactory.
25	Include general comments / collective summary; in addition to any other applicable customer performance information gathered.
26	List information regarding any special customer approval status that is declared (e.g., limited, probation, suspension, withdrawn).
27	Include information regarding any additional aviation, space, and defence customer QMS requirements; including a description and documentation reference.
28	Include general comments relating to additional aviation, space, and defence customer QMS requirements, as applicable.
29	Obtain the necessary information and documentation required to review readiness for each of the key processes/activities/subjects listed, as appropriate; evaluate processes and record results/comments. NOTE: If additional key processes are identified, document the processes and associated results/comments.
30	State any areas of concern that could be classified as a nonconformity, if not resolved before the Stage 2 audit.
31	Recommend if the organisation is ready to proceed with the Stage 2 audit, by indicating "Yes" or "No".
32	If recommendation is not to proceed with the Stage 2 audit, document the reason(s).
33	Confirm the number of auditor days for the proposed Stage 2 audit.
34	Enter proposed date(s) of the Stage 2 audit.
35	Specify the composition / competency of the audit team for the Stage 2 audit, including identification of any technical experts or translators that may be needed.
36	Verify certification structure (i.e., single, multiple, campus, several complex) by selecting the appropriate box(es). NOTE: For certification structures identified as "Complex", verify CSOC concurrence (reference 9104/1 clause 8.1.3).
37	Identify the level of QMS integration by selecting the appropriate box (reference 9104/1 clause 8.2.3), and if combined Aerospace Quality Management System (AQMS) certification is part of the audit scope (e.g., 9100 and 9110). <ul style="list-style-type: none"> • Integrated – level greater than 80%. • Partially integrated – level greater than or equal of 50%, but less or equal to 80%. • Not integrated – level less than 50%.
38	Identify the name of the organisation's representative and date.
39	Identify the name of the audit team leader and date.
40	Identify the names of those individuals who should receive a copy of the audit report, as agreed upon with the organisation's representative.