

{Company ABC}	Audit Plan	{FAA}
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Client: {Company ABC}

Project No.: P -001

Audit Type: Surveillance Audit

Lead Auditor: {Auditor Name}

Auditor(s): N/A

Management Representative:

Language of Audit: English

Standard: AS9100 Rev. B

Accreditation: TBD

Objective: To determine adequate development, implementation and effectiveness of the QMS in meeting the requirements of the indicated standard.

Please notify the Lead Auditor immediately if provisions of this audit plan need adjustment.

Date	Time (1)	Department	Name (2)	Activity/QA element
September 12, 2007	0800	Auditor Arrives	{Auditor Name} Management Rep.	Review of days activities, approach, site escorts and assistance
	0830	Administration	Executive Director & VP's plus key management	Brief opening meeting including discussion of approach and expected outcome <ul style="list-style-type: none"> High level review Review of interactions or touch points between "divisions" Documentation of "Gaps" to AS9100b Opportunities for Improvement
	0900	Administration	Executive Director	Overview of high level company operations including: <ul style="list-style-type: none"> Direction of the company Need for a comprehensive system Review of World-wide Operations Commitment & communications, quality slogans Formal meetings & records Strategic Planning
	0945	Auditor Notes	{Auditor Name}	Notes, as needed
	1000	{ABC} Operations	{ABC} to determine appropriate personnel who can describe how Operations works.	Overview of {ABC} Operations, including: <ul style="list-style-type: none"> Organization & overview of Operations "flow" Operational Control Flight Operations Emergency Procedures

(1) Changes may occur during the on-site activities.

(2) To be determined by the Client.

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Date	Time (1)	Department	Name (2)	Activity/QA element
				<ul style="list-style-type: none"> • Training Program • Communications • Level of documentation used and implemented
	Noon	Lunch		Lunch
	1300	Engineering	{ABC} to determine appropriate personnel who can describe how Engineering works.	Design Processes, including: <ul style="list-style-type: none"> • Departmental Overview – Support of {ABC}, Organizational structure • Documentation of projects • Prototyping • Project Planning • Document Control/Change Control • Verification/Validation Activities • Reviews & records • Other aspects as defined by the Engineering Procedures Manual
	1430	Quality & Improvement	Appropriate Personnel	Quality Processes, including: <ul style="list-style-type: none"> • Customer Satisfaction • Internal Quality Audits • Corrective Action • Preventive Action
	1530	Auditor Notes	{Auditor Name}	Notes & review as required
	1600	Quality	Appropriate Personnel	Quality Activities, including: <ul style="list-style-type: none"> • Inspection activities (FAI/Other) • Plant support • Records
	1700	Administrative		Debrief with Director of Quality
End of Day 1	1730			

September 13, 2007	0800	Auditor Arrives	{Auditor Name}	Brief discussion of days activities
	0815	Repair Station & Production Operations	Personnel, as appropriate	Review of Repair Station & Production Activities as defined in the RSM & the PCQM including: <ul style="list-style-type: none"> • Understanding & Communicating Customer Requirements (the Operator

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				<p>and/or External)</p> <ul style="list-style-type: none"> • Purchasing Processes (supplier controls) • Training Process & Records including competence and effectiveness of training • Document Control Activities as they support both systems <p>Repair Station Floor Activities</p> <ul style="list-style-type: none"> • Organization • Use of routers/Travelers • Documentation of inspections & actions • Document controls, use of approved data • Control of Non-conforming Materials including disposition activities and safe-guards • Preservation/FOD
	1100	Administrative	{Auditor Name}	Notes & Review, as necessary
	Noon	Lunch		Lunch
	1300	Repair Station & Production Operations	Personnel as appropriate	<p>Review of Repair Station & Production Activities as defined in the RSM & the PCQM including:</p> <ul style="list-style-type: none"> • Understanding & Communicating Customer Requirements (the Operator and/or External) • Purchasing Processes (supplier controls) • Training Process & Records including competence and effectiveness of training • Document Control Activities as they support both systems <p>Repair Station Floor Activities</p> <ul style="list-style-type: none"> • Organization • Use of routers/Travelers • Documentation of inspections & actions • Document controls, use of approved data • Control of Non-conforming Materials including disposition activities and safe-guards

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				<ul style="list-style-type: none"> • Preservation/FOD
	1430	Off-site	Personnel as appropriate	Review of operations at both sites
	1630	Administrative	{Auditor Name}	Notes & Review, as necessary
End of Audit	1700	Administrative		Off-site review of data and analysis of gap and requirements to achieve AS9100b registration. Preparation for debrief, TBD.

Note: Data analysis (8.4) techniques and activities will be evaluated during this audit process.

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