

## DEMO OF AS 9100D DOCUMENT KIT

Complete Editable Documented Information Package (Manual, procedures, process flow charts, exhibits, forms, audit checklist, work instruction, risk template etc.)

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Chapter-1.0 CONTENTS OF AS 9100D DOCUMENT KIT (Latest version D)  
(More than 100 document files)

A. The Total Editable Document kit has 9 main directories as below.

| Sr. No. | List of Directory  | Document of Details             |
|---------|--|---------------------------------|
| 1.      | Quality Manual   | 01 files in MS Word             |
| 2.      | Procedures   | 17 Procedures in MS Word        |
| 3.      | Process Approach   | 11 process approach in Ms. word |
| 4.      | Exhibits   | 04 exhibits in MS Word          |
| 5.      | Formats  | 49 formats in MS Word / Excel   |
|         | Routine Formats  | 23 formats in MS Word / Excel   |
|         | System Formats   | 26 formats in MS Word / Excel   |
| 6.      | Work Instruction   | 18 work instruction in MS Word  |
|         | Production   | 15 work instruction in MS Word  |
|         | Quality Control  | 03 work instruction in MS Word  |
| 7.      | Audit checklist  | More than 700 questions         |
| 8.      | Sample filled risk template  | 01 file in MS excel             |
| 9.      | AS 9100D compliance matrix<br>(Requirements wise reference documented information) | 01 file in MS excel             |

**Total 100 files quick download in editable form by e delivery**

### B. Documentation:-

Our document kit is having sample documents required for AS 9100D certification as listed below. You need to study it do necessary changes as per your company need and within 1 week your entire editable documents with all necessary details are ready and many medical laboratories are accredited globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent accreditation assessment.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of medical laboratories.

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## 1. QualityManual:

It covers sample copy of quality manual for Aviation, Space and Defense Organizations. It describes how all requirement of AS 9100D. It covers list of procedures as well as overview of Aviation, Space, and Defense Organizations and covers tier 1 of AS 9100D documents.

### AS 9100D Manual Index

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### 2. Procedures (17 Procedures):

It covers sample copy of mandatory procedures covering all the details of AS 9100D standard.

#### List of procedure

1. Procedure for Management Review
2. Procedure for Document and Data Control
3. Procedure for Corrective Action
4. Procedure for Control of Quality Records
5. Procedure for Internal Audit
6. Procedure for Control of Monitoring and Measuring Equipments
7. Procedure for Training
8. Procedure for Failure Mode effect Analysis

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9. Procedure for supplier first article inspection
10. Procedure for Configuration Management
11. Procedure for Risk Management
12. Procedure for customer satisfaction survey
13. Procedure for Purchasing
14. Procedure for Control of Non-Conforming Products
15. Procedure for identification of products
16. Procedure for traceability
17. Procedure for preservation

### 3. Process Approach (11 process approach):

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix and reference of documented information generated by process for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix process wise risk and opportunity as well as mitigation plan for risk is given.

#### List of Process approach

1. Process approach for Customer Service
2. Process approach for Despatch
3. Process approach for Design and Development
4. Process approach for Engineering
5. Process approach for Marketing
6. Process approach for Production
7. Process approach for Purchase
8. Process approach for Quality Control
9. Process approach for Risk & Opportunity
10. Process approach for Stores
11. Process approach for Training Activity

### 4. Exhibits (04 Exhibits):

It covers sample copy of exhibits covering all the details of AS 9100D standard.

#### List of Exhibits

1. Skill Requirements
2. Disposal of Non-conforming Products
3. Quality & Process Control Plan
4. Document codification system.

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## 5. Blank Formats (49 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the Aviation, Space, and Defense Organizations. The samples given are as a guide and not compulsory to follow and Aviation, Space, and Defense Organizations is free to change the same to suit own requirements.

### List of Formats

- |  |   |
|--|---|
| 1. Design and Development Plan                       | 2. Design Review Minutes of Meeting                         |
| 3. Design verification report                        | 4. Design validation report                                 |
| 5. Breakdown History Card                            | 6. Preventive Maintenance Schedule                          |
| 7. Preventive Maintenance Check Points               | 8. Order Form / Order Confirmation                          |
| 9. Customer complaint report                         | 10. Customer feedback form                                  |
| 11. Production plan                                  | 12. Disposal of Non-Conforming Products                     |
| 13. Purchase order                                   | 14. Indent and incoming inspection record                   |
| 15. Approved external provider list                  | 16. Supplier registration form                              |
| 17. Open purchase order                              | 18. Daily stock statement                                   |
| 19. Gate pass  | 20. Preservation Assessment                                 |
| 21. Goods Receipt Note                               | 22. Installation Commissioning Progress Report              |
| 23. Service Report                                   | 24. Performance Appraisal Report – Functional Heads         |
| 25. Performance Appraisal Report – Staff             | 26. Manpower Requirement Form                               |
| 27. Master List Cum Distribution List of Documents   | 28. Change Note   |
| 29. Calibration status of instrument / equipment     | 30. Master List of Records                                  |
| 31. Quality objectives and target                    | 32. Audit Plan / Schedule                                   |
| 33. Internal audit non-conformity report             | 34. Clause wise Document wise Audit Review Report – AS 9100 |
| 35. Corrective action report                         | 36. Continual improvement plan                              |
| 37. Preventive action report                         | 38. List Of Licenses / Certificates                         |
| 39. Configuration Management Audit Report            | 40. First Article Inspection Report                         |
| 41. Potential failure mode and effects analysis      | 42. Training calendar                                       |
| 43. Employee Wise Training & Competence Record Sheet | 44. Induction training report                               |
| 45. Job Description and Specification                | 46. Training Report   |
| 47. Multi Skill Analysis                             | 48. Risk Analysis sheet                                     |
| 49. Communication report                             |   |

## 6. Work instruction (18 work instructions):

It covers sample copy of work instructions covering all the details of AS 9100D standard.

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## List of work instruction

1. Work instruction for Redial & pillar Drill
2. Work instruction for Honning Machine
3. Work instruction for Lathe machine Operator
4. Work instruction for Welding operator
5. Work instruction for Air Compressor
6. Work instruction for Hacksaw Machine
7. Work instruction for Shaping Machine
8. Work instruction for Surface grinding machine operator
9. Work instruction for CNC Machine
10. Work instruction for Crane operation
11. Work instruction for Electrical Activities
12. Work instruction for Painting
13. Work instruction for Hygiene Clearance
14. Work instruction for Re-call
15. Work instruction for Foreign Object Detection
16. Work instruction for Incoming Inspection and Testing
17. Work instruction for In Process testing
18. Work instruction for Final Inspection & Testing.

## **7. Audit Checklist (more than 700 questions)**

It covers sample audit questions based on all the AS 9100D requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the AS 9100D requirements are fulfilled by the Aviation, Space, and Defense Organizations.

## **8. Sample filled risk template**

The ready to use risk template in filled form is given to prepare the risk document for the organization. It gives complete risk methodology and sample filled risk details for quick reference to users to understand how risk to be identified.

## **9. AS 9100D compliance matrix**

The AS 9100D requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to user to understand how this system is made.

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## Chapter-2.0 ABOUT COMPANY

Joinconsultant is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries**.
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

### Joinconsultant is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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## Chapter-3.0 USER FUNCTION

### 3.1 Hardware and Software Requirements

#### A. Hardware

- Our documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

#### B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

### 3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.



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### Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of AS 9100D standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own AS 9100D documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

### Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

**For purchase,**

**Visit our website for more details on the documentation kit:**

**<https://www.joinconsultant.com>**