



➤ AS/EN 9100:2016 Revision  
**Frequently Asked Questions**

# Introduction

AS/EN 9100 the internationally adopted Quality Management System (QMS) for the aerospace industry is changing. It's being revised to respond to marketplace needs and to keep it aligned to ISO 9001, which was updated in 2015, and upon which it is largely based.

All organizations currently certified to AS/EN 9100/9110/9120 will need to transition to the new version of the standard by 14th September 2018.

The revised standard is a great opportunity to update your quality management system (QMS). The new version not only responds to demands from the marketplace but it also has an increased focus on context of the organization, risk-based thinking, enhanced leadership responsibilities, and a new structure which is aligned with other ISO standards. It's a great tool to add resilience to your business, improve quality and customer satisfaction, and continually improve.

BSI can help you understand, implement and certify to the new version of the standard to gain the maximum benefits.

Here we aim to address those initial questions that you may have as you begin your journey towards the revised standard.

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## ➤ About the Standard

### How can I get access to the final standard of AS/EN 9100 and ISO 9001:2015

ISO 9000:2015 and ISO 9001:2015 have been published and now are available from the BSI Shop.

The revised AS/EN 9100 series of standards will be published in December 2016

### Where can I get information about the new structure?

The revised version of AS/EN 9100/9110/9120 is based on ISO 9001:2015 which was developed using Annex SL, the new high level structure introduced by ISO. We have produced an informative whitepaper "An introduction to Annex SL" which can help you to understand the new structure in more detail.

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## ➤ Changes to the Standard

### Is AS/EN91xx:2016 substantially different from the previous version?

As well as incorporating the High Level Structure and the revised ISO 9001:2015, the new AS/EN brings in new definitions and requirements regarding such things as counterfeit parts, product safety, ethical behaviour, human factors, data management, obsolescence, as well as specifying some things which must still be documented. It is therefore recommended that you attend a BSI training course to fully understand the revisions

### There are new requirements on identifying risks and opportunities – how can I do this?

Risk-based thinking will become more explicit and is expanded to include the whole management system. It uses a risk-based approach throughout and requires that each organization identifies, plans for and takes actions on those risks and opportunities which are relevant to achieving the intended outcomes of the management system.

A full risk assessment isn't required however it could be useful to use ISO 31000:2009 which can provide a framework for managing risk

## ➤ Changes to the Standard

**The ISO standard does not contain a requirement for there to be a management representative. Is that the same for the new AS/EN standards and how will this affect the relationship with BSI and also the management of BSI visits?**

The new AS/EN Standard retains the requirement for the organization to appoint a "management representative" as a focal point for Quality Management issues. This is in addition to the requirement for top management to have a greater involvement in the management system, to ensure that the requirements are integrated into the organization's processes and that the policy and objectives are compatible with the strategic direction of the organization. An input to these will be the context of the organization. During a visit, your Client Manager will need to conduct an interview with top management to understand how this is achieved. BSI will still require a key contact for the management system.

**I am a small business with less than 50 employees. Is AS/EN 9100:2016 relevant for me?**

Definitely. The revised version of the standard is as relevant throughout the supply chain from small businesses to large multinational organizations. Irrespective of your size it will enable you to drive improvement in your business and increase customer satisfaction.

**Do I still need to maintain a quality manual?**

While ISO 9001:2015 no longer specifically requires a Quality Manual, the AS/EN series clause 4 states that an organization "shall establish

and maintain documented information that includes..." which can be called a Quality Manual. Your current manual would require review and if appropriate, revision, to incorporate for example the results of the reviews of context, risk and other changes that may affect the QMS, including defined exclusions (clause numbers have changed).

**What tips would BSI offer to begin early preparation?**

Some activities that would make sense in preparation for the changes include:

- Review your current quality management system and spring clean where appropriate
- Consider the context of your organization, and use these as inputs to the quality management system (QMS) with respect to risk, opportunities, leadership.
- Engage with the leaders of the business as many of the proposed changes will impact on them and help them understand those issues which they must manage and those they can delegate
- Review your approach to identification, management and control of your processes
- Start to consider how you can adopt and benefit from the concept of risk and opportunity management.
- If you have certification to more than one standard such as those listed below, start to consider the benefits to be gained from management system integration
- Download useful information and whitepapers from [bsigroup.com](http://bsigroup.com).

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## ➤ Changes to other related standards

**Which management system standards are currently aligned to the new Annex SL (high level structure)?**

ISO 22301 – Business Continuity Management was the first standard to be structured in line with Annex SL. Other key standards in this structure include: ISO 27001:2013 – Information Security, ISO 9001:2015 Quality Management, ISO 14001:2015 - Environmental Management, and ISO 55001 – Asset Management.

**We are certified to TS 16949 – will this be revised in line with the new version?**

A revised version of TS 16949 is expected to be published in December 2016. This means that you must ensure that your system continues to meet the requirements of the current standards until then. Visit [bsigroup.com](http://bsigroup.com) for information to keep you updated.

**Will ISO 9004 continue to be available?**

Yes, this document continues to offer very useful information on how to apply the principles of a quality management approach to the wider issues of business management and building a sustainable business for the future.

# ➤ The transition process

## How soon can I start the transition process?

You can start preparing for the transition immediately, educating the relevant people in your business and revising your QMS in line with the new high level structure. We have a downloadable internal communications pack that you may find useful for this.

## How long will the AS/EN 9100 series continue to be recognized and audited to?

The current version of AS/EN 9100 will be recognized and can be audited to until June 2017. After this date all assessments will be to the 2016 version of the standard.

It's best to get started with your transition planning as soon as possible so that you can pro-actively manage this process. Please note, all organizations must transition to the new standard by the transition deadline of 14th September 2018 at which point certificates for the previous version of the standard will no longer be valid.

## If I have a recertification audit scheduled between February 2017 and June 2017, can I transition then?

Yes – providing your system meets all of the requirements of AS/EN 9100:2016 and subject to our accreditation status. If you wish to do this, please contact BSI so that we can discuss this, conduct your readiness review, and develop the transition audit plan.

## Will the transition mean additional days and additional costs?

It is expected that clients will transition during the course of their scheduled continuing assessment visits (CAV's) or at recertification. There will be a requirement for additional time to review and assess your implementation of the new requirements.

## What if I want to transition more quickly than my CAV's allow?

You are more than welcome to transition as soon as the transition period begins however this will require additional days and as such, you would incur additional costs.

## Will my assessments to AS/EN 9100:2016 be any different?

The conduct of BSI audits will not change fundamentally. We will continue to interview top management as we have in the past, but there will be additional emphasis on the concepts of context, risk, top management direct involvement and responsibility.

Before an assessment, our client managers will provide you with an agenda for the day(s) so you can prepare.

## Will there be any changes in reporting of audits?

Your audit reports will be written and distributed within the OASIS database. Similarly, any non-conformances will be managed in the database, including submission of corrective action plans, acceptance of same, and NCR closure.

## What if I want an extension to scope? Does that have to be to the 2016 version of the standard?

We can carry out an extension to scope at any time. The standard to which it is conducted depends on the timing; if your addition to scope happens after June 2017, it will be to the 2016 standard. Any extension to scope would require additional audit time, so please contact BSI or your Client Manager at the earliest opportunity to discuss any such plans you may have.

## I'm currently implementing/considering certification to the current version of AS/EN 9100, what should I do?

If you have already started implementing the current version of the standard, BSI can undertake a certification visit before June 2017, but unless there is a pressing business need to get certification very quickly, we would invite you to consider building your QMS to meet the 2016 standard and undertaking your initial assessment to the new standard when ready to be audited.

If you haven't started implementation yet, we would recommend that you obtain a copy of the 2016 version when it is published in December 2016 and implement this version.

## I have questions regarding my certification now – who do I talk to?

Call BSI - our Customer Services team will be happy to answer your specific questions.



## ➤ Support from BSI

### How can my BSI client manager support me through this process?

Should you have any questions, your client manager has been kept fully updated with the AS/EN 9100 revision process. All our client managers are undertaking a rigorous and robust training programme on AS/EN 9100:2016 so you can be confident that assessments delivered to the new standard will deliver maximum benefit to your organization.

There are lots of supporting materials available from BSI to help you during this time including training, whitepapers and transition guides. However, it will be up to you to plan and implement the changes within your business.

### What training will be available?

Our experts have developed a comprehensive range of training courses to help you understand the key changes to AS/EN 9100:2016 and start your transition. They contain not only the information but also the practical skills to apply this information effectively.

This includes a course specifically for senior management which introduces their new responsibilities and transition training covering the new high level structure and key changes to the standard.

### We are also certified to both ISO 9001 and AS/EN 9100. I have already attended training for ISO 9001:2015, do I need to undergo training for AS/EN 9100:2015 as well?

These changes to these standards are important. We would recommend that you book training for both standards to make sure you fully understand what this means to your organization.

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## ➤ Additional resources

There are a variety of materials which can be accessed online at [bsigroup.com](http://bsigroup.com) and consists of:

### The importance of leadership

The new standard has an entire clause devoted to leadership and is one of the most significant changes. This whitepaper explains why management are now required to take a more active role in the QMS to ensure it is implemented, embedded, communicated and maintained.

### AS/EN 9100 Whitepaper: Managing risk in quality management

This whitepaper explains the background to the revision, how risk is being incorporated into the revised standard and the benefits for AS/EN 9100 clients.

### Introducing Annex SL

The new generic framework with core text, common terms and definitions and the blueprint for all management system standards going forward – understand more about the structure in our whitepaper.

### PLUS:

- AS/EN 9100 series CEO briefing
- AS/EN 9100 Transition guide



# Why BSI?



BSI has been at the forefront of AS/EN 9100 series since the start. It is based on ISO 9001, the world's most widely adopted quality management system, for which BSI has held the Secretariat of the International Committee since 1994. That's why we are best placed to help you understand the standard.

At BSI we create excellence by driving the success of our clients through standards. We help organizations to embed resilience, helping them to grow sustainably, adapt to change, and prosper for the long term. We make excellence a habit.

For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. With 80,000 clients in 182 countries, BSI is an organization whose standards inspire excellence across the globe.



## Our products and services

We provide a unique combination of complementary products and services, managed through our three business streams; Knowledge, Assurance and Compliance.

### Knowledge

The core of our business centres on the knowledge that we create and impart to our clients. In the standards arena we continue to build our reputation as an expert body, bringing together experts from industry to shape standards at local, regional and international levels. In fact, BSI originally created eight of the world's top 10 management system standards.

### Assurance

Independent assessment of the conformity of a process or product to a particular standard ensures that our clients perform to a high level of excellence. We train our clients in world-class implementation and auditing techniques to ensure they maximize the benefits of standards.

### Compliance

To experience real, long-term benefits, our clients need to ensure ongoing compliance to a regulation, market need or standard so that it becomes an embedded habit. We provide consultancy services and differentiated management tools to facilitate this process.



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