

Manufacturing Software Audit Checklist

1 - Part specific NC, CMM, special process parameters 2 - Purchased software not modified. 3 - Purchased/Developed software modified.
 Y - Yes N - No NR - Not Reviewed NA - Not Applicable RN – Repeat Nonconformance

#	ASQR 07.5	AS 9100	Question	Examples of Acceptable Support Information	1	2	3
1	4.1.17	8.2.2	Internal software audits are performed	Audit reports, schedules, AS9101 & Supplier checklists. Note: Audit questions are in accordance with ASQR-07.5 & AS9101. Use this checklist or equivalent.			
2	4.1.13	7.4.2 j	P&W software requirements are flowed down	Purchase Order (P.O), ASQR-01, ASQR-07.5, supplier requirement document			
3	4.1.13	7.4.2 f 7.5.1.4	External software audits are performed at sub-tier	Sub-tier are required to meet the requirements of ASQR-07.5 if they are developing software programs			
4	4.1	7.5.1.2	Software procedures are in place & adequate	Procedures shall meet the requirements of ASQR-07.5 & AS9101. Use the procedure checklist as a guide			
5	4.1.5	7.5.1.1 b	Software programs are identified in the OP sheets	Procedure, Work Instructions, Traveler, MOS (need documented evidence)			
6	4.1.6	7.5.1.1b	Software programs are uniquely named	123 Rev A, ABC Ver 1.1, 123A, ABC1, 1234			
7	4.1.7	7.5.1.2	Software change control process is in place & adhered to	Software Change Notice, Change Request (need documented evidence)			
8	4.1.2	7.5.1.2 7.5.2 d 7.2.1	Software requirements/requests are initiated, documented, & adhered to	Problem Report, Change Request, & Software Change notice form or equivalent is used to document requirements (need documented evidence)			
9	4.1.3	7.5.1.2 7.5.3 7.5.1.1b	Software coding standards are adhered to	Uniquely named, version, header information, and comments for developmental and production software. Reference Memory Jogger.			
10	4.1.15 4.1.4	7.5.1.2 7.5.1.3	Risk analysis was performed to determine product impact or software output	Insignificant - changes to comments, stops, & roughing operations. Significant - everything else other than above (need documented evidence)			
11	4.1.4	7.6 7.4.3	Software programs have been approved prior to use. (Executive S/W for NC & CAI)	Software Approval Form or equivalent, 1st Piece inspection with results, certification supplied by the vendor (need documented evidence)			
12	4.1.4	7.5.1.3	Software programs have been approved prior to use (CNC & CAI)	Software Approval Form or equivalent, SPC Software, Mechanical & Chemical Test equipment, actual & alternate inspection data, certification supplied by vendor			
13	4.1.4	7.5.2	Software programs have been approved prior to use (Special Process)	Software Approval Form or equivalent, 1st Piece inspection with results (need documented evidence)			
14	4.1.8	7.5.1.3	Software programs have not been changed after being approved	No Editing after production program approval, review staff and levels of accessibility to directories and control of machine edit keys			
15	4.1.9	7.5.1.2 7.5.1.3	Obsolete, backed-up, & archived software programs are controlled	Review directory structure and control of directories, Media ID (e.g., floppy label, CD labels etc..)			
16	4.1.10	7.5.1.2	Software programs are properly controlled when released to production	Directory structure and control of development/production directories, Media ID			
17	4.1.11	6.2.1	Personnel are competent to perform their work	Do employee job requirements match employee records, degree, certifications, OJT (need documented evidence)			
18	4.1.14	NC 7.4.3 CAI 7.6 SP 7.5.2	Purchased or Vendor Supplied software (COTS) has been approved prior to use	Software Approval Form or equivalent & some sort of testing with supporting data, spread sheets, SPC Software, Mechanical & Chemical Test equipment, actual & alternate inspection data, regression analysis, comparison, cert supplied by vendor (need documented evidence)			