|  |  |  |  |
| --- | --- | --- | --- |
| DOCUMENT N. |  | ISSUE |  |

|  |  |
| --- | --- |
| DATE |  |

|  |  |
| --- | --- |
| TITLE | ***Quality Plan***  ***TEMPLATE*** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***COMPILED*** | | | | | | | |
|  |  |  | date |  | date |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***APPROVED BY (Head of Technical department)*** | | | | | | | |
|  | date |  | date |  | date |  | date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | date |  | date |  | date |  | date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***APPROVED BY (Head of Quality Assurance Department)*** | | | | | | | |
|  | date |  | date |  | date |  | date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***APPROVED BY (Accountable Manager)*** | | | | | | | |
|  |  |  | | date | |  |  |
|  |  |  | | | |  |  |
|  |  |  | | | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | date |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **ISSUE** | **CHANGE DESCRIPTION** | **ISSUE DATE** |
|  |  |  |
| **N. PAG.**  **\_\_\_\_\_\_\_\_** |

**TABLE OF CONTENTS**

|  |
| --- |
| [1 Scope and management 4](#_Toc14098591)  [1.1 Indication of contractor 4](#_Toc14098592)  [1.2 QP Approval and Update 4](#_Toc14098593)  [2 List of acronyms and definitions 5](#_Toc14098594)  [3 Applicable documents 8](#_Toc14098595)  [3.1 Applicable Regulation 8](#_Toc14098596)  [3.2 *[Supplier Name]* Approval 8](#_Toc14098597)  [4 Focal Point 9](#_Toc14098598)  [4.1 *[Supplier Name]* Focal Point. 9](#_Toc14098599)  [4.2 Leonardo Helicopters Focal Point. 9](#_Toc14098600)  [5 DO-PO Arrangement 10](#_Toc14098601)  [5.1 Document Exchange 10](#_Toc14098602)  [5.2 Changes affecting the Arrangement/Agreement 10](#_Toc14098603)  [6 Configuration Management 11](#_Toc14098604)  [6.1 Change Classification and Leonardo Helicopters involvement. 11](#_Toc14098605)  [6.1.1 Management of Design Changes before Qualification 11](#_Toc14098606)  [6.1.2 Management of Design Changes after Qualification 11](#_Toc14098607)  [6.1.3 Change Approval 11](#_Toc14098608)  [7 Activities and documentation for qualification of parts 13](#_Toc14098609)  [7.1 Functional Qualification 13](#_Toc14098610)  [7.2 Manufacturing Qualification 14](#_Toc14098611)  [7.3 Specific LH Program requirements 15](#_Toc14098612)  [8 PRODUCT identification and traceability 16](#_Toc14098613)  [9 *[Supplier Name]* DDS Approval 17](#_Toc14098614)  [10 Control of non conforming product 18](#_Toc14098615)  [11 Continued Airworthiness 19](#_Toc14098616)  [ANNEX A 20](#_Toc14098617)  [Focal points in accordance with Chapter 6 20](#_Toc14098618)  [[Supplier Name] Focal Points. 21](#_Toc14098619)  [Leonardo Helicopters Focal Points. 22](#_Toc14098620)  [ANNEX B 1](#_Toc14098621)  [COMPLIANCE CHECKLIST to the QRS-108 requirements 1](#_Toc14098622) |

|  |
| --- |
| Scope and management |
| This Quality Plan is issued by *[Supplier Name]* in order to ensure the requirements of EASA Part 21 Subpart G 21A.133(b) and (c) are satisfied:  Contents of this QP are applicable to all the articles called out in Annex B of this QP.  Each evolution of this document shall be sent to Leonardo Helicopters for approval. |
| Indication of contractor |
| *[Supplier Name and Plant address]* |
| QP Approval and Update |
| *[Supplier Name]* takes the responsibility to keep the Quality Plan updated and to provide Leonardo Helicopters SQA point of contact the QP updated for review.  The QP will clearly highlight the modifications from the already approved one.  *[Describe how the Supplier intends to manage the changes to QP and how to submit to LH approval]* |

|  |  |  |
| --- | --- | --- |
| List of acronyms and definitions | | |
| **AR** | **Analysis Report CDR (Critical Design Review)**  Activity to be performed in **order** to check the design status at the end of detailed design, before the start of validation activities. | |
| **ATP** | **Acceptance Test Procedure**  Document describing the procedure to be performed, for each item (S/N) produced, to verify, before delivering, that the item has the required functional characteristics and is not affected by any malfunction. | |
| **ATR** | **Acceptance Test Record**  List of results of all ATP tests/verification executed in order to check an item (S/N).It is part of delivery documentation. | |
| **CDR** | **Critical Design Review**  Activity to be performed in order to check the design status at the end of detailed design, before the start of validation activities | |
| **CoC** | **Certificate of Conformity**  Document issued in order to declare the conformity of a delivered item to its drawing/applicable specification, or the partial conformity when referring to a Concession or Production Permit. | |
| **COMO** | **Coordination Memo**  Form used in order to exchange information between the Supplier and Leonardo Helicopters. | |
| **CMP** | **Configuration Management Plan** | |
| **CPE** | **Chief Project Engineer** | |
| **CVE** | **Compliance Verification Engineer** | |
| **DDP** | **Declaration of Design and Performance**  A DDP is the commitment of a manufacturer to deliver a product complying with the defined dimensions and performances, based on qualification tests carried out by the major user or by the manufacturer himself. This document summarise the test/verification results performed and declares the qualification status of the P/N. It can be issued before the end of all qualification activities (PDDP or Preliminary DDP). | |
| **DDS** | **Design Data Set**  It is the collection of the drawings, specifications and technical information in general provided by the Design Organization (DO) to a Production Organization (PO), sufficient for the development of production data assuring the continued manufacturability of parts in conformity with the project data. | |
| **DO** | **Design Organisation**  It is composed by all departments directly involved and/or responsible of activities that starting from a technical requirements have the purpose to give compliance of the product, designed starting from QRS and QRS-XXX Leonardo Helicopters procedures. | |
| **EFA** | **Experimental Flight Approval**  Minimum subset of qualification tests/verification to be performed in order to give a limited flight clearance to a P/N. | |
| **HW** | **Hardware** | |
| **MoC** | **Means of Compliance**  Method to be used in order to demonstrate the compliance. | |
| **PDR** | **Preliminary Design Review**  Activity to be performed in order to verify the status of the design at the end of the preliminary design phase and before the start of the detailed design. | |
| **PO** | **Production Organisation**  It is composed by all departments that have the responsibility to purchase and produce new equipment or parts, but have not in charge design and qualification activities. | |
| **POE** | **Production Organisation Exposition** | |
| **PS** | **Procurement Specification** | |
| **PSAC** | **Plan for SW aspect for certification**  Document describing the activities to be performed in order to demonstrate the compliance to the RTCA DO178B. | |
| **QP** | **Quality Plan**  Document describing the activities to be performed in order to demonstrate the compliance to the contract requirements. | |
| **QPl** | **Qualification Plan**  Document describing part of activities to be performed in order to demonstrate the compliance. QPls are all analysis reports, similarity reports, etc. and Qualification Test Procedures (QTPs). For each QTP shall be provided the relevant QTR | |
| **QPP** | **Qualification Program Proposal or Plan**  Document resuming all activities that will be performed in order to demonstrate the compliance to technical requirements; it contains reference to Qualification Test Proposal (QTP) and remaining reports (analysis, similarity, etc.) | |
| **QR** | **Qualification Review**  Activity to be performed in order to check the qualification status of the design, at least before the industrialisation phase. | |
| **QTP** | **Qualification Test Procedure/Plan**  Test proposal issued in order to detail tests for compliance demonstration and Qualification. In order to reach the qualification of equipment can be provided one QTP, describing all tests, or more QTPs each one describing a subset of tests. | |
| **QTR** | **Qualification Test Report**  Test report issued in order to detail results of tests performed for compliance demonstration and Qualification. In order to reach the qualification of equipment can be provided one QTR, describing all tests, or more QTRs each one describing a subset of tests | |
| **SAS** | **SW Accomplishment Summary**  Document contains the compliance documentation related to the requirements defined in the PSAC | |
| **SCDD** | **Source Control Drawing for Design**  Drawing/Specification referred to equipment which is designed by a Supplier. It includes the requirements the Supplier has to comply with in order to design the equipment | |
| **SCN** | **Specification Change Notice**  It is the document issued in order to notify, transmit and record modifications to Technical Specifications | |
| **SR** | **Similarity Report** | |
| **SW** | **Software** | |
| **SWQAP** | **Software Quality Assurance Plan** | |
| **VDD** | **Version Description Document**  Document resuming all the test results performed in order to demonstrate the SW compliance to the Technical Specification requirements and declaring the conformity level. This document is to be issued during the SW developing phase and at the end of the qualification activity | |
| Applicable documents | | |
| Applicable Regulation | | |
| EASA Part 21 G | | Rules for the airworthiness and environmental Certification - Production Organization |
| EMAR Part 21 G | | European Military airworthiness requirement - Production Organization |
| *[Supplier Name]* Approval | | |
| *[Supplier Name]* Quality System fulfils EASA requirements. Certificate N°*[Insert Number of Certification EASA]* | | |
| *[List of the all further Supplier achieved approvals]* | | |

|  |
| --- |
| Focal Point |
| *[Supplier Name]* Focal Point. |
| See Annex “A” for Supplier Focal Point in charged in the program.  Any exchange of information between Supplier and Leonardo Helicopters shall be coordinated through the Coordination Memo (COMO) document.  *[LH suggest to report in Annex “A” to this QP the list of Supplier personnel involved in the program which have an interface role with Leonardo Helicopters. In the event of personnel changes, this Annex would be reviewed and formally communicated to Leonardo Helicopters and the change would be treated as a minor modification, which does not require Leonardo Helicopters re-approval of the entire QP.]* |
| Leonardo Helicopters Focal Point. |
| See Annex “A” for Leonardo Helicopters Focal Point in charge in the program.  Any exchange of information between Supplier and Leonardo Helicopters shall be coordinated through the Coordination Memo (COMO) document.  *[The list with the reference of Leonardo Helicopters personnel involved in the program with roles of interface and approval will be included in the Annex “A” to the QP. This list will be kept updated by Leonardo Helicopters Supplier Chain Management]* |

|  |
| --- |
| DO-PO Arrangement |
| As required by EASA Part 21A.133 (b) and (c) the Supplier and the Design Organization will assure that the Design Data Set transfer from Design Organization to a Production Organization is able to guarantee the continued manufacturability of parts in conformity with the design data in accordance with *[Supplier Name]* procedure *[Applicable Procedure Number and Title]*.  This agreement will be managed in accordance with the Leonardo Helicopters instruction QRS-115.  The agreement will be formalized by the signature of both *[Supplier Name]* PO responsible (Accountable Manager) and Leonardo Helicopters DO Responsible (HDO), on the form reported in the Instruction QRS-110, before the start of design activities.  This Quality Plan is the guideline for the signature of the Arrangement. |
| Document Exchange |
| The contractual and qualification documents will be exchanged through Leonardo Helicopters purchasing department.  Change Requests will be exchanged between Technical Departments.  All the documents shall be properly approved by Supplier functions, before the delivery to Leonardo Helicopters.  The documents between *[Supplier Name]* and its sub-suppliers will be exchanged in accordance to the company procedure *[Insert Supplier Applicable Procedure Number and Title]* in agreement with the *[Insert The Accordance Subscribe By The Supplier And The Its Sub-supplier]* |
| Changes affecting the Arrangement/Agreement |
| *[Description of how the Supplier manage DO-PO Arrangement changes with LH ]* |

|  |
| --- |
| Configuration Management |
| Each evolution of a part number a product modification follows the rules stated in the procedure*(s)* *[Insert Supplier Applicable Procedure Number and title]*.  These (This) procedure(s) of Configuration Management state(s) the rules for numbering the drawings and documents, identify the change classification and their impact on the numbering.  The classification and Leonardo Helicopters involvement to changes management will be considered at “deliverable” unit’s level. In case of changes to internal parts of an equipment the “Manufacturer” will evaluate the relevant impact on the “End item” (deliverable unit) and this will be classified and submitted to Leonardo Helicopters for approval or info accordingly. |
| Change Classification and Leonardo Helicopters involvement. |
| Management of Design Changes before Qualification |
| Until qualification is obtained, design changes will be submitted to LH for acceptance if there is an impact on fit, form or function. |
| Management of Design Changes after Qualification |
| Alteration to any of the following data, which constitutes the type design, is considered a change to Type Design:   * Drawings and their lists necessary to identify the configuration * Specifications and their lists necessary to identify the configuration * Information on materials, processes, methods of manufacture and assembly * Approved airworthiness limitation sections of instructions for continued airworthiness   Any data necessary to allow comparisons with later products for the determination of the airworthiness Changes applied to them after the achievement of the qualification shall be classified by LH as per EASA PART 21 |
| Change Approval |
| All Changes will be communicated to LH for classification and approval.  For each Changes, the *[Supplier Name]* will send to the LH Technical Area in charge to follow the design activity the following:   * Engineering change order documents, in the format identified in the Quality Plan and in the DO-PO Arrangement. * The drawings relevant to the change and all the documents proposing or testifying the demonstration of compliance to the applicable Technical Specification requirements, applicable airworthiness requirements (CS paragraphs) and environmental protection requirements. These documents may be compliance statements, description reports, analytical substantiation reports, safety analysis reports, test plans/test reports etc. Changes cannot be implemented until its approval is communicated by LHEO with signature on the SCN.   The changes in the table below are pre-classified as Very Minor Changes to the design data not requiring further demonstration of compliance. Only these specific changes do not require any LH approval before the implementation.   * Correction of drawing clerical errors *(E.g.* *Graphical errors; formal errors on quotations or references)* * Correction of Drawing Part list clerical errors *(E.g. Formal errors; incorrect or superseded recall of materials or standards)* * Translation of the data set on a different CAD system keeping technical contents * Change affects part / specification identification without change of contents (for example: evolution from MIL to SAE; MIL to NAS etc.). Except for contracted and deliverable P/Ns * Re-arrangement of drawing tree without altering technical contents (for example moving P/N from an assembly drawing to another one transposing the installation instruction and keeping the technical contents). Without impact on contracted and deliverable P/Ns   In this case *[Supplier Name]* will send through COMO (form QRS-115\_F02) to the LH Technical Area in charge to follow the design activity the following:   * Engineering change order document, in the format identified in the Quality Plan and in the DO-PO Arrangement. * Possible additional documentation to complete change description |

|  |
| --- |
| Activities and documentation for qualification of parts |
| In order to comply with Leonardo Helicopters requirements these activities will be performed and the documentation will be issued according to QRS-115. |
| Functional Qualification |
| Main relevant requirements for functional qualification, can be resumed as follows:   * Testing will be performed using laboratories, test rigs, instruments, etc. Validated by *[Supplier Name]*, or by a Subcontractor that has been validate by *[Supplier Name]* for the relevant activities, and accepted by Leonardo Helicopters. * All the items used during testing will be “conform” to the relevant drawing; this conformity is demonstrated producing a FAI on the item under test or on an item of the same batch. * Algorithms and tools used for analysis will be qualified. * Any certification test before starting will be authorized by Leonardo Helicopters Compliance Verification Engineer (CVE), using Leonardo Helicopters Form.   Documentation that will be issued in order to give evidence of design/validation/qualification results, will be:   * Qualification Plan (QPls): * Analysis Reports (AR) * Similarity Reports (SR) * Qualification Test Procedures (QTP) * Qualification Test Reports (QTR) * Plan for Software Aspect of certification (PSAC)\* * Software Verification Plan (SVP)\* * Software Test Report STD\* * Software Test Result STR\* * Software Accomplishment Summary (SAS)\* * Version Description Document (VDD)\* * Declaration of Design and Performance (DDP).   Note: Preliminary DDPs will be revised in case of:   * Change of the declaration of compliance to the procurement specification status * Change of the limitations -Change of applicable ATP (this also applies to final DDP)   All these documents will be signed/approved by *[Supplier Name]* personnel defined in *[Insert Supplier Applicable Procedure Number and title]* and according to relevant procedure of *[Insert Supplier Applicable Procedure Number and title].*  The same will be applying in case of equipment designed by Subcontractors.  Leonardo Helicopters approval is required according to “*Documentation Listed on Table 3 and 4*” of QRS-115.  \* Only if the RTCA DO178b is applicable.  *[If the designed parties do not contain any software systems, please, remove the section dedicate to software PDR.]*  *[If the supplier does not perform qualification tests because the component is only a manufacturing, please, remove the section and insert the sentence”Not Applicable”.]* |
| Manufacturing Qualification |
| For manufacturing qualification a FAI activity will be performed.  First Article Inspections will be performed according to requirements of QRS-101 and *[Supplier Name]* internal procedure *[Insert Supplier Applicable Procedure Number and title]*.  Prior to perform FAI, a FAI Plan will be submitted to Leonardo Helicopters for approval using the QRS-101 (or EN/AS/JISQ 9102 equivalent) forms for those parts not inserted in the *[Supplier Name]* capability list. Once received formal approval by LH, FAI activities will start.  FAI will be submitted to Leonardo Helicopters for approval, using FAI forms previously approved as per QRS-101, for:   * Each “Significant” equipment * Each Systems and Subsystems   The following FAI steps will be performed during the development phase:   * a FAI before the first delivery of a new configuration (P/N), in order to have a control of delivered configuration and relevant manufacturing process, by annexing, as a minimum, the outline drawing, part list and ATR of the unit * a FAI for each item used for qualification/validation test, in order to be sure that the used item is conform to the relevant design documentation; alternatively, a FAI on a unit with the same P/N and a complete dimensional check of the “Qualification item”.   During development phase, preliminary FAIs can be performed and submitted to Leonardo Helicopters for approval, before the completion of the “Final” FAI.  A revision of the FAI will be performed and submitted to Leonardo Helicopters for approval, in case of:   * Additional tests/verifications have been performed, in order to move from a preliminary FAI to another Preliminary FAI or to Final FAI   For Critical/Hazardous parts in case of:   * Minor modifications to the “Technical” configuration of the “deliverable” equipment * Modification to the manufacturing process of the “deliverable” equipment   A FAI will be completely reissued in case of “*Major*” modification of the equipment.  If the article under FAI is in the capability list, the FAI Plan and FAI (and subsequent Delta FAI) will be performed internally and copy of FAIR will be sent to LH Relevant Quality Control. |
| Specific LH Program requirements |
| *[Description of how the supplier intends to manage the process and supplier procedures]* |

|  |
| --- |
| PRODUCT identification and traceability |
| Product will be identified, traced and delivered according to requirements stated in:   * Applicable drawing * Applicable Leonardo Helicopters Technical Specification * Leonardo Helicopters report QRS-115   As a detail, at least, the following info will be reported on each “deliverable” unit:   * **Name, mark or symbol of the Manufacturer** as identified by the applicable design data; * **P/N** as defined by the **Designer** of the applicable design data; * **S/N of the Manufacturer** or **Batch Number** if the serialization is not required; * **Modification status**: it is the revision of the applicable detail drawing or Part List. The Modification status (or equivalent) *shall* be marked in a distinct manner from the P/N; * **P/N of the Main Supplier** in case that the Designer is different from the Main Supplier, *shall* be added also the Supplier P/N as responsible of compliance with the **LH** Technical Specification; * **LH P/N** or **program P/N** as defined by **LH** Technical Specification; * **Equipment/part description**; * **Manufacturing date**; * **Manufacturing quality stamp;** * **Identification code of applicable concession/deviation permit** (if any); |

|  |
| --- |
| *[Supplier Name]* DDS Approval |
| **For European (EASA) Suppliers**  Leonardo Helicopters approves the up**-t**o-date applicable D.D.S. of the *[Supplier Name]* signing the dedicated form.  The *[Supplier Name]* design organisation assures the transfer of the up-to data D.D.S, .to its Production organisation in accordance with the internal procedure *[Insert Supplier Applicable Procedure Number and title]* agreed in the DO-PO Arrangement as request on Leonardo Helicopters QRS-110*.*  *[Supplier Name]* Quality department will perform audits to assure the compliance of this requirement.  *The* *[Supplier Name]* production organisations is responsible to:   * prepare its own manufacturing data in compliance with the applicable design data department * assist Leonardo Helicopters in dealing with continuous airworthiness * assist Leonardo Helicopters in showing compliance with airworthiness requirements * perform manufacturing activity according to the procedure reported in this Quality Plan   *Leonardo* Helicopters will inform officially the *[Supplier Name]* that the applicable D.D.S. can be considered as Approved using the Statement of Approved Design Data (SADD) form signed by his Chief Project Engineer (CPE).  *Once* the DDS is approved, *[Supplier Name]* will issue an EASA form 1 according to “Approved Design Data” instead of “Applicable Design Data”. |

|  |
| --- |
| Control of non conforming product |
| *[Supplier Name]* manages the non-conforming material in agreement with the requirements contained in the instruction Leonardo Helicopters QRS-107.  *[Describe how the supplier intends to manage the non-conforming articles in accordance with QRS-107 requirements, including: Quality Notifications, Concessions, and Escapes/Quality Alerts. Describe how the Supplier intends to manage and submit any Service Bulletins to LH. Describe how the supplier flows-down to Sub-tiers the management of Non-conforming articles and Escapes]* |

|  |
| --- |
| Continued Airworthiness |
| *[Supplier Name]* shall guarantee the “Continued Airworthiness” of the equipment managing the relative non conformities and modifications.  After delivery of an item to Leonardo Helicopters, if *[Supplier Name]* identifies any design or manufacture defects, he will inform Leonardo Helicopters within **24 hours** for all types of defects. *[Supplier Name]* will undertake the appropriate corrective actions after the LH indications.  *[Supplier Name]* will give Leonardo Helicopters all the necessary support for the resolution of the problem. |

|  |
| --- |
|  |
|  |
| ANNEX A |

|  |  |
| --- | --- |
| TITLE | Focal points in accordance with Chapter 6 |

|  |  |  |
| --- | --- | --- |
| [Supplier Name] Focal Points. | | |
| Dept. | Name | Contact |
| **Program Manager** |  | E-mail:  .............................  Phone: |
| **Technical Director** |  | E-mail:  .............................  Phone: |
| **Accountable Manager** |  | E-mail:  .............................  Phone: |
| **Quality Manager** |  | E-mail:  .............................  Phone: |
| **Procurement** |  | E-mail:  .............................  Phone: |
| **Designer** |  | E-mail:  .............................  Phone: |
| Current communications are exchanged through coordination memo. | | |

|  |  |  |
| --- | --- | --- |
| Leonardo Helicopters Focal Points. | | |
| **Dept.** | **Name** | **Contact** |
| **Head of Design Organization** |  | E-mail:  .............................  Phone: |
| **Chief Project Engineer** |  | E-mail:  .............................  Phone: |
| **Chief Project** |  | E-mail:  .............................  Phone: |
| **Supplier Quality Assurance** |  | E-mail:  .............................  Phone: |
| **Procurement and Supply Chain** |  | E-mail:  .............................  Phone: |
| **Quality Concession**  *notified to Leonardo Helicopters .............. plant to [Name of Supplier]* |  | E-mail:  .............................  Phone: |
| Current communications are exchanged through Coordination Memo. | | |

|  |
| --- |
|  |
|  |
| ANNEX B |

|  |  |
| --- | --- |
| TITLE | COMPLIANCE CHECKLIST to the QRS-108 requirements |

|  |  |
| --- | --- |
| SCOPE | The following checklist shall be used for verifying the correctness and completeness of your QP.  Supplier shall declare the compliance, non-compliance or non-applicability for each item of the list, by checking the relevant check-box. In case of deviation from QP template and/or reference to other supplier procedure, please identify the applicable document(s) and paragraph(s) in the 7th column.  Use the “NOTES” column for any additional information. The filling of this check-list and its delivery to LH are mandatory for QP approval. |

**Reviewer(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Stage** | **Name** | **Function** | **Date** | **Signature** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
| **12** |  |  |  |  |
| **13** |  |  |  |  |
| **14** |  |  |  |  |
| **15** |  |  |  |  |

**Subject Requirement Legenda: A = AIRWORTHINESS/SAFETY P = PROGRAM/PROCESS CP = CHIEF PROJECT**

**Level Requirement Legenda: 1 = MANDATORY 2 = MAJOR 3 = MINOR**

| **Par**  **QRS-108** | **Info Required** | **Sub** | | **Lev** | | **Compliance:** | | | | | | | | **Supplier Doc./Para.** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Y | N | | | | N/A | | |
| 1 | ***Scope and management:*** | | | | | | | | | | | | | | |
| 1.1 | *Indication of contractor* (supplier name and address) | A | | 1 | |  |  | | | |  | | |  |  |
| 1.2 | *QP approval and update management* (how to manage QP changes and submit them it to LH) | P | | 2 | |  |  | | | |  | | |  |  |
| 2 | ***List of acronyms*** *and definitions* used in the Quality Plan | P | | 2 | |  |  | | | |  | | |  |  |
| 3 | ***Applicable Documents:*** | | | | | | | | | | | | | | |
| 3.1 | *Applicable Regulations* (EASA, FAA, TCCA, AQAP, etc.) | A  CP | | 1 | |  | | |  | |  | | |  |  |
| 3.2 | *Supplier Approvals* held (Civil Certifications, EN series, ISO series) | A | | 1 | |  | | |  | |  | | |  |  |
| 4 | ***Focal Points:*** | | | | | | | | | | | | | | |
| 4.1 | *List of supplier focal points (Annex A can be used to indicate the list of Supplier Focal Points):* | P  CP | | 1 | |  | | |  | |  | | |  |  |
| 4.2 | *List of Leonardo Helicopters Focal Points (Annex A can be used to indicate the list of LH Focal Points):* | P  CP | | 1 | |  | | |  | |  | | |  |  |
| 5 | ***DO-PO Arrangement:*** | | | | | | | | | | | | | | |
| 5.1 | *Document Exchange:* description of how the documents are going to be exchanged between Supplier and LH. | A | | 1 | |  | |  | | | | |  |  |  |
| 5.2 | *Changes affecting the Arrangement/Agreement:* the Supplier shall inform LH when the PO certificate is suspended or affected by Lev.1 finding from Authorities. | A | | 1 | |  | |  | | | | |  |  |  |
| 6 | ***Configuration Management*** | | | | | | | | | | | | | | |
| 6.1 | *Change Classification:* describe how the Supplier is intended to manage major and minor modifications following QRS-115 | A  CP | | 1 | |  | |  | | | | |  |  |  |
| 7 | ***Activities and Documentation for Qualification of Parts*** | | | | | | | | | | | | | | |
| 7.1 | *Functional Qualification* the documentation to be issued to provide evidence of design/validation/qualification results is: QAP, AR, SR, QTP, QTR, PSAC, SVP, STD, STR, SAS, VDD, DDP | P | | 1 | |  | |  | | | | |  |  |  |
| 7.2 | *Manufacturing qualification* the documentation to be issued to provide evidence of manufacturing qualification is FAI, to be performed in accordance with QRS-101 | P | | 1 | |  | |  | | | | |  |  |  |
| 7.3 | *Specific LH program requirements:* description of supplier process and procedures | A | | 1 | |  | |  | | | | |  |  |  |
| 8 | ***Product identification and traceability****:* | | | | | | | | | | | | | | |
| - | Products will be identified, traced and delivered according to the requirements stated in applicable Drawings, Applicable Technical Specifications, and Applicable QRS-series procedures. The supplies shall report on each deliverable unit: | P | 1 | |  | |  | | | | |  | |  |  |
| - | * Name, mark or symbol of the Manufacturer * P/N as defined by the Designer * S/N of the Manufacturer or Batch Number * Modification status | P | 1 | |  | |  | | | | |  | |  |  |
| - | * P/N of the Main Supplier * LH P/N or program P/N * Equipment/part description * Manufacturing date * Manufacturing quality stamp * Identification code of applicable concession/deviation permit | P | 1 | |  | |  | | | | |  | |  |  |
| 9 | ***Supplier DDS Approval*** | | | | | | | | | | | | | | |
| - | Describe how DDS are submitted to LH for approval and how the Supplier gets aware of DDS approval | P  CP | 1 | |  | |  | | | | |  | |  |  |
| 10 | ***Control on Non-conforming Product:*** | | | | | | | | | | | | | | |
| - | Description of how the supplier will manage non-conforming products in accordance with QRS-107 requirements. | A  CP | | 1 | |  |  | | | |  | | |  |  |
| 11 | ***Continued Airworthiness:*** | | | | | | | | | | | | | | |
| - | The Supplier shall explain how he is going to manage any defect in order to ensure to inform LH within **24 hours from the discovery of the defect** | A | | 1 | |  | |  | | | |  | |  |  |
| - | ***ANNEXES:*** | | | | | | | | | | | | | | |
| - | ***Annex A:***  Focal Points – List of all Sub-tiers – LH Focal Points. | P  CP | | 2 | |  | |  | |  | | | |  |  |
|  | ***Annex B:***  Compliance Checklist to applicable QRS modules. | P | | 2 | |  | |  | |  | | | |  |  |
|  | ***Annex C:***  Applicability. | P  CP | | 2 | |  | |  | |  | | | |  |  |

|  |
| --- |
|  |
|  |
| ANNEX C |

|  |  |
| --- | --- |
| TITLE | APPLICABILITY in accordance with Chapter 1.2  (including the updated list of SADD) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AW109]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AW139]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AWXXX]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
|  |  |  |  |  |
|  |  |  |  |  |