

PO supplier quality requirements

This document provides general Kopter Group AG information and requirements for Production Organization (PO) suppliers.

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1 Introduction

1.1 Scope

This document describes the supplier quality requirements.

1.2 Summary and purpose

The general applicable quality requirements are called out in QRSK-01 (11028268).

The present document describes the specific applicable requirements to AW 09suppliers related to the manufacturing of aircraft parts and equipment, based on EASA Part 21 requirements.

For Build-to-specification ("Build-to-spec") suppliers, this document is applicable in combination with 10167421 "DO supplier requirements".

These requirements regulate the essential aspects of the working relationship between Kopter Group AG and the supplier.

1.3 Applicability

This document is applicable to all Kopter "Build-to-print" and "Build-to spec" suppliers including their sub-tiers. The supplier shall sign the confirmation of reception and acceptance of Kopter supplier quality assurance requirements, through the dedicated form provided by Kopter (Supplier individual reference based on Kopter template 10170243).

The supplier can agree with Kopter SQE on any applicable specificity to his scope of activity through a compliance matrix or a quality plan that will be referred in the quality assurance requirements acceptance form.

Any questions or comments about this document shall be raised to Kopter supplier Quality Engineer at sqe@koptergroup.com.

Exceptions
None.

1.3.1 Effectivity date

This document is effective starting from 3rd July 2023.

2 Quality Management System Requirements

The supplier's Quality Management System (QMS) shall comply with one or more of the following requirements, depending on the supplier's scope of deliverables:

- ISO 9001

The following certification is preferred:

- AS/EN9100

The supplier shall demonstrate compliance through a QMS, certified by a certification registration body.

The supplier of items and equipments or major assemblies (structural elements affecting safety-of-flight according to EASA definition) that are classified Critical (CR) or Safety Class A (see chapter 3.3) shall have at least the following certification:

- AS/EN9100

Following approvals are preferred for these suppliers:

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- EASA Part 21
- FAA Part 21

In case of the loss of a certification or approval, the supplier shall inform Kopter immediately.

2.1 Onsite surveillance

Kopter Group AG reserves the right to perform visits to the supplier facilities, assessments as well as audits at the supplier sites including sub-tier suppliers, to validate the integrity of Kopter Group AG products and services.

The supplier shall grant Kopter Group AG, Civil regulatory Authorities or Agency and/or customer representative's access to his facilities. In cooperation with the supplier, this right of access is extended to sub-tier suppliers.

The surveillance does not relieve the supplier of contractual responsibilities.

3 Production requirements

3.1 Kopter Group AG Purchase Order

The content of Kopter Group AG Purchase Order describes / includes technical, configurational, commercial and logistical details. Kopter Group AG purchase order includes documents of the data package and the list of the required delivery documents, called out in 11033967. The supplier shall ensure that all information contained in the purchase order and attachment is reviewed and understood. It is important in particular for the supplier to check the drawing modifications as well as any revisions of the referred documents to highlight and implement the changes. If in doubt Kopter Group AG purchasing shall be contacted for clarification.

Delivery of ITAR related parts against Kopter's purchase orders should be avoided. In case of no other option, the supplier shall inform Kopter of it's intend.

3.2 Design requirements for production

The purchase order includes technical data that include, but are not limited to, drawings, BOM, material specification, special processes requirements, Electronic Data's, Acceptance Test Procedure (ATP).

Kopter drawings refer to the following information (see Figure 1):



	Release Status: 1	Release Date: 2	Unit: 3	General tolerances: 4	Material: 5	Weight: (Ref. only) 6
	Item Rev Released	23-Mar-2023	mm	-	AMS 4928, Ti-6Al-4V, Annealed	0.042 kg
	Name: 7			Part Class: 8	PSL Code: 9	Projection: 10
	CONICAL BUSHING, SHORT			CR	Part	
	PN: 11	Rev: 12	Owning Group: 13	Format: 14	Scale: 15	Page: 16
	9S6220A06551	B	Rotorheads	A4		2/2

Figure 1: Kopter drawing informations

1. Kopter internal drawing release status
2. Kopter internal drawing release date
3. the unit system in which the dimensions are given on that drawing
4. the specification according to which the general tolerances are defined
5. the material specification

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6. the part weight
7. the part name
8. the part class (see chapter 3.3)
9. the PSL (Product Structure Level) code, defining if it is a single part P, a test article TA, an assembly A or a tool T.
10. the projection system
11. the Part Number
12. The Part Number Revision
13. Kopter engineering team owning Group
14. Drawing format
15. Drawing scale
16. Drawing page numbering

Kopter Part Numbering system has been revised in 2021. The Part Numbers, previously made of 7 digits, are now made of 12 mandatory characters ("A" to "L" in Table 1). 3 additional characters are possible for customization purposes ("M" to "O" in Table 1). In Table 1, the following abbreviations are used: "N" for "Number"; "L" for "Letter".

12 Characters "design certification relevant"								3 Characters "Non-design certification-relevant"		
A	B	C D	E	F	G	H I J	K L	M	N	O
Product ID	Responsible ID	System Identification	Sub-System ID	Sub-Sub-System ID	Type ID	Equipment ¹ ID	Dash Number ²	Customization/Manufacturing ID		
N	L	NN	N	N	L	NNN ³	NN	L	N	N

Table 1: General Numbering Structure

The first character ("Product ID") is "9" for AW09 parts.

The second character ("Responsible ID") is "S" for Kopter organization in charge of the Design.

Example of a part number as per Table 1: 9S2816A01751.

The supplier has to demonstrate that Kopter design requirements are taken into account into the supplier's manufacturing data.

3.3 Part Classification

The part classification is mentioned on kopter drawing.

The baselines for the safety classification are the severity classifications of the helicopter and systems failure conditions. The safety classification of the functional failures resulting from the identified failure modes drives the safety classification of the parts.

The following table shows this relationship and definitions of the kopter safety classification and part classification.

¹ In this context, the name 'Equipment' is generic for any kind of item subject to this part numbering system.

² The Dash Number is composed by the second part of the Type ID (Position 'K') and the Configuration ID (Position 'L')

³ Exception is software items: letters are allowed in the Part ID.

Table 2: Part classification

Part Classification		Failure effect criticality from Safety Assessment on H/C, crew and occupants		Safety Class	FAI Required
CR (CRITICAL PARTS)		CAT	Catastrophic	A	YES
NON CRITICAL PARTS	P (PRIMARY PARTS)	CAT	Catastrophic	A	YES
		HAZ	Hazardous	B	YES
	S (SECONDARY PARTS)	MAJ MIN	Major Minor	C D	YES
	NC (NON SIGNIFICANT PARTS)	All parts that are not classified CR, P or S, including those with failure effect MAJ, MIN and with "no failure effect" criticality		C D E Non Safety Classified	NO

3.4 Configuration Management

The supplier shall demonstrate a configuration management process according to ISO 10007 (or equivalent) to manage the changes of all applicable documents / data's.

The supplier shall demonstrate that the organization is able to identify the applied configuration, including (if applicable) but not limited to:

- Kopter part number and revision
- TDP references and revision
- CAD / 2D drawing references and revision
- CAD / 3D data/models references and revision
- Electronical datas
- Shop aid drawings
- Work instruction reference and revision
- Specifications reference ad revision
- Manufacturing equipments and tools

3.5 Resources

The supplier shall demonstrate that all required resources (capability and capacity) are readily available to meet the purchase order requirements and forecasts. The resources shall include, but are not limited to:

- Facilities
- Tools and equipment
- Manpower (knowledge, competence, authorization/approvals)
- Material
- Methods

The supplier shall include sub-tier suppliers in the resource management. This includes managing obsolescence issues as described into the Supplier Framework Agreement (SFA).

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3.6 Inspection and test

The supplier shall demonstrate that its inspection and test processes provide accurate and reproducible, results according to design data.

The supplier shall demonstrate that its inspection, measurement and test equipment are providing accurate and reproducible outcome.

Test and inspection tools shall be calibrated and traceable according to ISO 17025 standard requirements (or equivalent).

The supplier shall demonstrate that Kopter Group AG inspection and test equipments are timely maintained and calibrated (if applicable).

The supplier shall demonstrate that dimensional inspection equipment have a maximum resolution of 10% of the dimension tolerance value (tolerance according to the drawing).

3.7 Maintenance of production and inspection means

As required for all product specific tooling, the suppliers shall demonstrate that a preventive maintenance program is established. E.g. cleaning, inspection, repair, storage, small refurbishment.

A listing of Kopter Group AG owned toolings shall be available and provided upon request. The supplier shall demonstrate the proper Kopter part number identification as well as the configuration management of the toolings and manufacturing equipments.

3.8 Manufacturing and inspection plan

The supplier shall demonstrate an appropriate manufacturing and inspection plan, including all the external activities.

Parts class **CR** (or Safety class A) manufacturing and inspection process shall be frozen as from the production of the first article.

The manufacturing and inspection plan is composed of the following information:

- Manufacturing and inspection process flow/sequence,
- Special processes
- Work instruction reference for each step,
- External and subcontracted activities,
- Machines, special equipment, tooling and fixtures used for production,
- Test and inspection equipment,
- Other equipment used for releasing the part.

The supplier shall demonstrate his ability to manage and validate any production changes. For Part Class **CR**, **P** and **S** parts, the impact of planned changes in the manufacturing and inspection plan shall be submitted to Kopter for approval before implementation. A delta FAI shall be performed if required by Kopter.

3.9 Foreign object debris (FOD)

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The supplier shall demonstrate his ability to maintain a system enabling FOD prevention and detection according to aviation industry standard and applicable to the scope of products supplied. Delivered products shall be free of foreign debris (i.e., loose fasteners, wire clippings, metal shavings, loose solder, etc.) or left tooling.

The supplier shall demonstrate to have a tool control procedure in place (FOD prevention) including a recall procedure related to calibrated tools.

3.10 Special Processes

This chapter only applies to non-Leonardo qualified special processes (i.e. Kopter special process specification). For Leonardo Helicopter qualified suppliers, see QRSK-01 requirements (11028268).

A special process is a production process for which the results can only be verified by subsequent monitoring and, consequently, for which deficiencies only become apparent after the product is in service. E.g. welding, heat treatment, NDT, composite manufacturing, are special processes. Many other processes could fall under the special process definition, as defined above.

The special processes including outsourced activities involved in Kopter products shall be listed and communicated by the supplier to Kopter SQE for record.

The supplier shall demonstrate the reliability of the special processes handling, in particular for the following arrangements as applicable:

- **Personnel**
 - Definition of the level of competence required for the personnel to validate the process
 - Initial and recurrent training and qualification requirements of personnel involved in the special process.
 - Maintenance of training and qualification records.
- **Equipment**
 - Definition of tools and equipment required for the process, including calibration and maintenance requirements.
 - Tools and equipment validation and record of validation results.
 - Maintenance of the validation records.
- **Use of specific methods and procedures**
 - Use of specific methods and procedures that may be required
 - Implementation of Kopter process requirements into production documents if applicable.
- **Approval of the processes**
 - Identification of the Key Process Indicators (KPI) or key process parameters.
 - Approval criteria and approval process definition.
 - Record and maintenance of the approval results.
- **Process control**
 - Definition of the appropriate process control intervals to ensure conformity of the product.
 - Record and maintenance of process control results.
- **Qualification**
 - Existence of a special processes qualification procedure.
 - Definition of the approval criteria, including the validation of the personal skills, the equipment and the specific methods and procedures.
 - Approval of the detailed qualification plan and report before the start of the first production.

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Special Processes called out in Kopter's approved design data have to be compliant to the technical specification requirements.

The supplier shall demonstrate the qualification of any special processes for production. This applies to Kopter design and non-Kopter design items.

The above special process management and qualification is audited by Kopter SQE and included in Kopter supplier approval scope.

Kopter SQE and experts reserve the rights to require and supervise additional special process qualification activities with the supplier, as but not limited to Kopter specified special processes, NDT processes, special processes related to critical parts. Kopter SQE assisted by a Kopter technical expert (such as M&P or NDT expert) will supervise the process qualification activities such as:

- Special processes requirements sharing with the supplier
- Acceptance and implementation of the process requirements in the supplier organization
- Approval of the supplier manufacturing procedures
- Supplier special process audit
- Qualification Tests
- Formalisation of the special process qualification within Kopter supplier approval list.

3.11 First Article Inspection

See QRSK-01 requirements (11028268).

3.12 Quality requirements for final release

Aviation authorities requires that the item is conform to the released/approved design data.

The supplier shall determine that parts are complete and conform to the released/approved design data and are in a condition for safe operation before issuing a statement of conformity or an EASA Form 1 / FAA 8130-3.

Note: an example of a statement of conformity according to EASA Part 21 requirements is provided in Appendix 1 and can be used by Kopter suppliers.

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4 Competence, Training and Awareness

The supplier shall demonstrate that Kopter Group AG requirements are included into its own production documentation. Any questions or uncertainty shall be clarified with Kopter Group AG in order to avoid any misunderstanding for the item manufacturing and supply.

The supplier shall demonstrate that the related involved employees are instructed and trained according to meet the requirements and procedures.

The supplier shall demonstrate that prevention of human factors is taken into account within the organization.

5 Sub-tier supplier

5.1 Scope of approval

The supplier shall demonstrate the management of sub-tier suppliers (KPI such as approval, surveillance and performance measures) including Kopter Group AG requirements as defined in this document. Preservation and handling of Kopter Design Data shall be included.

5.2 Subcontracted special process

This chapter only applies to non-Leonardo qualified special processes (i.e. Kopter special process specification). For Leonardo Helicopter qualified suppliers, see QRSK-01 requirements.

The supplier shall demonstrate the outsourced special process management including qualification and/or audits reports. Additional evidences, witnessing, audits can be requested by Kopter Group AG.

6 Traceability and marking

6.1 Traceability

The supplier shall demonstrate the traceability of the products that includes at least the following:

- Identification of products according to the applicable approved design data documents or drawings (e.g. part number, modification, serial number if required and additional requirements as noted on Kopter Group AG purchase order).
- Identification of articles shipped to Kopter Group AG against the purchase order.
- Continuous record keeping, which allows uniform cross-referencing of manufacturing documentation and articles.
- Traceability of all used lots of material, parts, inspection means and tooling.

6.2 Marking

The supplier shall demonstrate the part marking process according to Kopter design data. There might be additional Kopter requirements in regards to the serial number system.

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7 Preservation of the product

For all parts, the supplier shall demonstrate his ability to deliver the item with an appropriate packaging to preserve the item from damage during transport and storage. The packaging shall take into account (but not only) the following criteria, if applicable:

- Preservation of the surface finish from any deterioration or damages (handling, storage or corrosion...)
- All the electrical, hydraulic and fuel connections shall be appropriate closed or protected (damage, FOD, environmental conditions...)
- Moisture and temperature sensitive level:

For moisture sensitive items, handling, storage and packaging shall provide sufficient protection against deterioration, e.g. corrosion, water soaking in composite, foam (cut surface). Data measurement for humidity and temperature must be applied when defined.

- **Electro-static Discharge (ESD) Sensitive parts:**

ESD sensitive parts, including replacement assemblies, shall be physically identified by label or permanent marking. The delivered items shall be packaged for ESD protection and appropriately marked. Individual packages and shipping containers shall be identified as containing ESD sensitive material.

- **Shelf life:**

Materials with a defined shelf life such as but not limited to adhesives, sealants, O-Rings, paints, avionics equipment, etc. shall have the shelf life expiration date identified either on the individual container and in the certificates. Kopter Group AG requires a minimum shelf life of 80% remaining when arriving at Goods In department. However, should there be no material available within 80% shelf life (ATA 300) Kopter Group AG purchasing shall be contacted using the quality notification form (see chapter **Error! Reference source not found.**) for shorter shelf life.

8 Suspected unapproved parts (SUP) and prevention of conflict materials

The supplier shall demonstrate that only parts/articles in compliance with the approved design data are delivered to Kopter Group AG.

The supplier's shall demonstrate that the supply chain and supplier's production process preserves the item traceability back to raw material and OEM, including approved special processes, testing/inspection to ensure their authenticity .

To be provided one or more of the following:

- the OEM's original Authorized Release Certificate or Inspection Certificate EN 10204 3.1 for the article;
- sufficient records providing unbroken supply chain traceability to the OEM;
- tests and inspection records demonstrating the article's conformity/authenticity.

Counterfeit articles/SUP's delivered or furnished to Kopter Group AG are deemed as non-conform. If the supplier becomes aware or suspects that it has furnished counterfeit articles/SUP's to Kopter Group AG, the supplier shall promptly notify Kopter Group AG using NoE process at supplier's expense, such counterfeit articles/SUP's with articles in conformity with approved design data. The supplier shall be liable for costs related to the replacement of counterfeit articles/SUP's and any testing or validation necessary by the installation of approved articles after counterfeit articles/SUP's have been replaced. The remedies contained in this section are in addition to any remedies Kopter Group AG may have at law, equity, or under other provisions.

The supplier bears responsibility for procuring articles in conformity with approved design data or items from its subcontractors and shall ensure that such subcontractors comply with these requirements.

9 Records keeping

The supplier is responsible to keep records of the documentation as following:

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- Data which supports conformity of a product, part, or appliance shall be kept for not less than **three years** from the issue date of the related Statement of Conformity or Authorised Release Certificate. As for example (but not limited to):
 - complete inspection records by serial number and data covering the processes and tests to which material and parts are subjected
 - Record of reported part non conformities in production.
- Data considered essential for continuing airworthiness shall be kept **throughout the operational life** of the product, part or appliance. As for example but not limited to:
 - Technical data file that includes the type design drawings, specifications, reports on tests prescribed by this part, and the original type inspection report and amendments to that report,
 - The data, including amendments, required to be submitted with the original application for each production certificate
 - A record of any rebuilding and alteration performed by the manufacturer on products manufactured.

10 Business continuity / Disaster management

Aviation industry is based on long-term business relation. The supplier shall demonstrate a business continuity and disaster analysis to avoid any kind of un-predicted issues, shortfall of deliveries and more.

For any natural, political or any root causes, the supplier shall demonstrate that the risk is anticipated and treated with the adequate procedure / action to avoid any negative impact to Kopter Group AG business relation.

Change of ownership or key persons shall be communicated to Kopter as soon as they are identified.

11 Disposal of sensitive and proprietary data

The supplier shall demonstrate his ability of properly disposing documents of all kind (e.g. approved data and supplier manufacturing data) to preclude any accidental or intentional re-use by the supplier or by third parties. If the supplier is unable to guarantee permanent disposal of sensitive and proprietary data, Kopter Group AG procurement shall be contacted for further action.

12 Delivery documentation

Delivery documentation shall be provided for each product/component as per the requirements stated on the Purchase order, Kopter Delivery documentation requirements (11033967).

The minimum requirement is the statement of conformity.

Note: an example of a statement of conformity according to EASA Part 21 requirements is provided in Appendix 1 and can be used by Kopter suppliers.

The documents shall be provided in English.

The supplier shall ensure that the documents, hardware and services delivered to Kopter Group AG correspond to each other.

All the delivery paper documents shall be included with the parts inside the packaging. The paper documents shall not be stapled together.

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Only shipping documents shall be applied on the outside of the packaging for customs. Some particular documents as certificate of origin shall be provided to the forwarder on the proper way, if applicable.

13 Hazardous substances

Kopter Group AG is requesting with each delivery of hazardous substance a safety data sheet supplied together with each delivered items / material.

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14 Document information

14.1 Definitions/ Abbreviations

Table 3: Definitions

Definition	Meaning
Instructed	To teach someone how to do something using examples, pictures/icons etc.
Trained	Having been prepared for a particular job or activity, by learning skills, getting qualification based on an approved syllabus specifying the training objectives and enabling objectives required to be satisfied by a training course.
Qualified	Capable of performing or carrying out functions through training and specific professional experience.
Authorized	Capable of performing or carrying out functions through training and specific professional experience.
Verification	Confirming that the special process meets the standards of the supplier and that it covers all the aspects highlighted in Kopter requirements.
Validation	Confirming that the developed special process meets the requirements of Kopter Group AG approved or released data.
Recurrent training	Repetitive training at specific intervals to refresh employee knowledge of Kopter Group AG requirements, programs, and regulatory requirements. Alternatively as indicator new tools and equipment, materials, and new methods, techniques, and practices may be imparted to existing employees through recurrent training.

Table 4: Abbreviations

Abbreviation	Meaning
ATA	Air Transport Association
ATP	Acceptance Test Procedure
BEI	Breakdown Element identifier
CEH	Complex Equipment Hardware
DAL	Development Assurance Level
DO	Design Organization
EASA	European Aviation Safety Agency
EME	Electro-Magnetic Environment
ESD	Electro-Static Discharge
FAA	Federal Aviation Administration
FAI	First Article Inspection
FAIR	First Article Inspection Report
FC	Failure condition
FOD	Foreign Object Debris
H/C	Helicopter
IAQG	International Aerospace Quality Group
IDAL	Item DAL
ITAR	International Traffic in Arms Regulation
NADCAP	National Aerospace and Defense Contractors Accreditation Program
NDT	Non Destructive Testing
NoE	Notice of Escape

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Abbreviation	Meaning
OEM	Original Equipment Manufacturer
PN or P/N	Part Number
PO	Production Organization
PSL	Product Structure Level
QMS	Quality Management System
QN	Quality Notification
SDS	Safety Data Sheet
SFA	Supplier Framework Agreement
SQE	Supplier Quality Engineer
SUP	Suspected Unapproved Parts
SW	Software
TC	Type Certificate
TCH	Type Certificate Holder
TDP	Technical Data Package
TSO	Technical Standard Order

14.2 References

14.2.1

Kopter Documents

Reference description	Reference identifier	Name / Description
10020232 (Supplier individual reference)	N/A	Supplier Framework Agreement (Kopter Group AG)
Supplier individual reference (10170243)	N/A	Supplier quality requirements acceptance
10167421	N/A	DO supplier requirements
11028268	N/A	Quality requirements for AW09 suppliers
11033967	N/A	Kopter Delivery documentation requirements

External Documents

Reference description	Reference identifier	Name / Description
AS/EN9100	N/A	Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
AS/EN9101	N/A	Quality Management Systems – Audits Requirements for Aviation, Space and Defense organizations
AS/EN9102	N/A	Aerospace series - Quality Systems – First Article inspection requirements
AS/EN9110	N/A	Quality Management Systems - Requirements for Aviation Maintenance Organizations
AS/EN9120	N/A	Quality Management Systems - Requirements for Aviation, Space and Defense Distributors

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Reference description	Reference identifier	Name / Description
EASA Part 21	N/A	Airworthiness and environmental certification - Certification of aircraft and related products, parts and appliances, and of design and production organization
ISO 10007	N/A	Quality management systems – Guidelines for configuration management
ISO 17025	N/A	General requirements for the competence of testing and calibration laboratories
EN10204	N/A	Metallic products – type of inspection documents

14.3 Appendices

Appendix	Identifier	Name / Description
1	N/A	Example of statement of conformity

14.4 Revisions

Revision	Comment	Rev. Date	Name
A	Initial setup		M. Heer
B	Complete revision Inserted new brand logo in header; replaced “Marenco Swisshelicopter” by “Kopter Group” and “MSH” by “Kopter”		M. Heer C. Irgan
C	Part Safety Classes replaced by Part Classes		M. Heer
D	§4: Forms “Request to Design Organization” (10158716) and “Request for Concession” (10158717) are replaced by “Request for Disposition” (10158716 – renamed and updated) §3.2: Addition of part criticality Additional chapters: - 3.8 Foreign Object Debris (FOD) - 4 request for disposition - 7.2 Subcontracted special processes Minor format and wording changes without additional requirements.		A. Colomar M. Heer

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E	<p>The following chapters have been reviewed or added:</p> <ul style="list-style-type: none"> - 1.1.2 - 1.1.3 - 2 - 3.3 - 3.4 - 3.7 - 3.10 - 3.11 - 3.12 - 4 - 5 - 6 - 7 - 16 - 18.2 		A. Colomar
F	<ul style="list-style-type: none"> - Styling - Chapter 1.1.3: precision about the acceptance of the quality requirements - Chapter 3.10: Nadcap restriction removed - Chapter 3.10: explanation of Kopter special process qualification added - Chapter 3.11: reformulation of the process release through FAI and delta FAI process after a production change. - Chapter 7: the sentence "No change affecting the part conformity to the applicable design data is allowed before Kopter approval. " has been added - Chapter 7: reference to delta FAI is removed from this chapter (referred in chapter 3.11) 		C. Heffinck A. Colomar
G	<p>General document lay up updated according to Kopter document template 10042198/E.</p> <p>Chapter 3.1: WebPortal is replaced by JIRA portal.</p> <p>Add chapter 14: "record keeping"</p>	10.07.2019	A. Daguenet
H	<p>Chapter 3.10: "Re-validation" reformulated to "process control"</p> <p>Chapter 3.2: Addition of the information related to Kopter drawing information.</p> <p>Chapter 4: reformulation of the first paragraph without referring to "repair" in order to avoid any confusion on the decision making ("repair" should be always agreed and traced through a concession).</p>	20.01.2020	A. Daguenet
I	<p>Chapter 3.11: Sentence added related to the FAI required for CR and P parts class with special processes during Prototype Phase.</p>	02.07.2020	S. De Blasio

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J	<p>Chapter 1.2: reference to 10167421 and QRSK-01 as applicable documents.</p> <p>Chapter 3.1: Jira portal is not anymore mentioned.</p> <p>Chapter 3.3: sentence about “P parts with special process” is removed.</p> <p>Chapter 3.5: Methods is added.</p> <p>Chapter 3.6: calibration plan is not anymore to be sent to Kopter SQE.</p> <p>Chapter 3.8: manufacturing and inspection plan is not anymore to be sent to Kopter SQE</p> <p>Chapter 3.10: recognition of LH qualified special processes</p> <p>Chapter 3.11: refers to QRSK-01 requirements</p> <p>Chapter 4: reference to ATS added</p> <p>Chapter 6 and 7: change of point of contact into productquality@koptergroup.com</p> <p>Chapter 9.2: not applicable to LH qualified special processes</p> <p>Chapter 10: Kopter point of contact updated</p> <p>Chapter 17: reference to 11033967 added and requirements reformulated accordingly.</p> <p>Table 2 updated</p>	08.09.2021	A. Daguenet
K	<p>§4: “Supplier Quality Notification” is changed into “Quality Notification Form”</p> <p>Added §1.3.1 effectivity date.</p> <p>§3.3 : updated Table 2 “Part Classification” by aligning it with BS 10179025 “Classified Parts Management”.</p>	31/05/2023	P. Bertucci
L	<p>Deleted previous chapters §4, §5, §6, §7, §10 and related modules due to the implementation of QRS-107 into QRSK-01.</p> <p>§3.2: updated figure 1 in accordance with new part numbering</p>	16/06/2023	P. Bertucci

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APPENDIX 1: Example of statement of conformity

1. STATEMENT OF CONFORMITY			2. FORM TRACKING NUMBER	
3. ORGANISATION NAME AND ADDRESS Supplier Address			4. KOPTER PURCHASE ORDER	
5. ITEM	6. DESCRIPTION	7. PART NUMBER	8. QTY	9. SERIAL NUMBER
10. REMARKS				
11A CERTIFIES THAT THE ITEMS IDENTIFIED ABOVE WERE MANUFACTURED IN CONFORMITY TO KOPTER DESIGN DATA SPECIFIED IN BLOCK 10				
11B. NAME SUPPLIER INSPECTOR		11C. DATE (DD MMM YYYY)	THIS STATEMENT DOES NOT CONSTITUTE AUTHORITY TO INSTALL THE ITEM(S) AN APPROPRIATE KOPTER STATEMENT OF CONFORMITY OR EASA FORM 1 MUST BE ISSUED BY AN AUTHORISED KOPTER INSPECTOR/CERTIFYING STAFF	
11D AUTHORISED SIGNATURE		11E. SUPPLIER INSPECTOR IDENTIFICATION NUMBER/STAMP		

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Instructions for the use of the Statement of Conformity

The purpose of the statement is to declare the conformity of parts and appliances (items) to applicable kopter design data. Correlation must be established between the statement and the item(s). The originator must retain a statement in a form that allows verification of the original data.

General format

All printing must be clear and legible to permit easy reading

The certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.

The certificate should be in English

The details to be entered on the certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.

Do not use or limit the use of abbreviations to a minimum, to aid clarity.

Completion of the Statement by the Originator

- | | |
|-----------|---|
| Block 1 | Statement of Conformity header |
| Block 2 | Form Tracking Number: Enter the unique number established by the numbering system/procedure of the organisation identified in block 3; this may include alpha/numeric characters. |
| Block 3 | Organisation (supplier) Name and Address: Enter the full name and address of the organisation releasing the item(s) covered by this statement. Logos etc. of the organisation are permitted if they can be contained within the block. |
| Block 4 | Purchase: To facilitate customer traceability of the item(s), enter the kopter purchase order reference number. |
| Block 5 | 1) Item: Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks in block 10. |
| Block 6 | 2) Description: Enter the name or description of the item. Use the given term in the kopter purchase order |
| Block 7 | 3) Part Number: Enter the part number as it appears on the kopter purchase order |
| Block 8 | 4) Quantity: State the quantity of items |
| Block 9 | 5) Serial Number: If the item is required to be identified with a serial number, enter it here. If there is no serial number required/identified on the item, enter 'N/A'. |
| Block 10 | 6) Remarks: Describe the work, either directly or by reference to supporting documentation/data, necessary for kopter to determine the conformity status of item(s) in relation to the work being certified. Each statement must clearly identify which item(s) in block 5 it relates to. If there is no statement, state 'None'. |
| Block 11b | 7) Name Supplier Inspector: Enter the name of the person signing block 11d in a legible form. |
| Block 11c | Date: Enter the date on which block 13b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year. |

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- Block 11d

Authorized Signature : This space shall be completed with the signature of the authorised supplier inspector person. Only persons specifically authorised by the supplier and identified to and accepted by kopter are permitted to sign this block.
- Block 11e

Supplier Inspector Identification Number/Stamp: This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the competent authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

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