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

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**REVISION HISTORY**

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| Scope and management |
| This Quality Plan is issued by *[Supplier Name]* in order to:   * Ensure adequate Quality Assurance System implementation, during the development and production phase of the item of the contract, according to requirements of the applicable documentation. * Ensure that these rules and procedures are correctly implemented, also with its sub-suppliers   Contents of this QP are applicable to all activities performed by the *[Supplier Name]* for the development, design, manufacture and qualification of a part or a system which requirements are described by the Leonardo Helicopters Specification see in § 3.3  Each evolution of this document shall be sent to Leonardo Helicopters for approval. |
| Indication of contractor |
| *[Supplier Name and Plant address]* |
| Applicability |
| This Quality Plan is applicable for production of the System(s) and Part Numbers listed in “Annex C” of this plan.  *[List in Annex C all the P/Ns covered on this Quality Plan: LH P/N, Supplier P/N, Description, Procurement Spec/SCD, Sub-tier P/Ns if any. Remark: any Software and Complex Electronic Hardware installed on Articles shall be clearly declared and identified]* |
| 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]* |

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| 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 are 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 | | | | |
| Contractual documents | | | | |
| Contract | Contract Order N° *[Insert Number of Contract Order]* | | | |
|  | Agreement Statement of Work N°*[Insert Number of Agreement Statement of Work]* | | | |
|  | QRS-01 | | Quality Requirements for Suppliers Issue \_\_ *[Insert Number of Issue the QP is compliant with]* | |
|  | QRS-100 | | Digital Manufacturing (DMFG) | |
|  | QRS-101 | | First Article Inspection | |
|  | QRS-103 | | Quality Requirements for Subcontracted Parts and GSE, Stockist of Raw Material, Distributors of Parts | |
|  | QRS-104 | | Special Processes | |
|  | QRS-105 | | Management of LH Equipment and tools | |
|  | QRS-107 | | Management of Non-Conforming Articles | |
|  | QRS-108 | | Supplier Quality Plan | |
|  | QRS-110 | | DO-PO Arrangement | |
|  | QRS-115 | | Requirement for Supplier of Design and Development Suppliers | |
|  | QRS-116 | | Software Development, Quality Requirements for Suppliers | |
|  | QRS-117 | | Complex Electronic Hardware, Quality Requirements for Suppliers | |
|  | QRS-118 | | Requirements for Laboratories and Manufacturers of Non-Airborne Equipment for LH Engineering | |
|  | QRS-122 | | Supplier Component Maintenance/Operating Manuals Management | |
|  | QRS-130 | | Flow-down of LH Requirements to Sub-Tier Suppliers | |
|  | All the Leonardo Helicopters Quality Instructions (QRS-XXX) and the forms that are recalled on these instructions with the relevant explanations are available on the Leonardo Helicopters website at the follow address:  **www.leonardocompany.com** | | | |
| Applicable Regulation | | | | |
| EASA Part 21 G | | | | Rules for the airworthiness and environmental Certification - Production Organization |
| FAA Part 21 | | | | Certification Procedures For Products And Parts Subpart G – Production Certificate *[Delete if you are a European. Supplier]* |
| EASA CS 27 | | | | Certification Specification for Small Rotorcraft |
| EASA CS 29 | | | | Certification Specification for Large Rotorcraft. |
| EASA Part 145 | | | | Rules for the airworthiness and environmental Certification - Maintenance Organization |
| FAR 145 | | | | Maintenance Organization |
| EN 9100 | | | | Aerospace Series  Quality management systems – Requirements (based on ISO 9001:2000) and quality systems – Model for quality assurance in design, development production installation and servicing (based on ISO 9001:1994). |
| AQAP 2110 | | | | NATO Quality Assurance Requirements for Design, Development and Production. |
| AQAP 2210 | | | | NATO Supplementary Software Quality Assurance Requirements to AQAP 2110. |
| EMAR Part 21 G | | | | European Military airworthiness requirements - Production Organization |
| Leonardo Helicopters documents | | | | |
| LH Technical Specification N°*[Insert Number of Leonardo Helicopters Technical Specification]*  LH Drawing N°*[Insert Number of Leonardo Helicopters Drawing]*  *[If the Quality Plan is issued for system or part numbers applicable for more helicopters, defined by different contracts, please removing the lines and insert the sentence “see Annex C”]* | | | | |
| List of *[Supplier Name]* applicable documentation define on this QP. | | | | |
| *[Insert Quality Manual]* | | | | |
| *[Insert Design Manual/Control]* | | | | |
| *[Insert Drafting issue and approval of the documents and drawings procedure]* | | | | |
| *[Insert Analysis Methods Validation procedure]* | | | | |
| *[Insert Design review procedure]* | | | | |
| *[Insert Definition and managing of Critical Parts procedure]* | | | | |
| *[Insert Qualification Process procedure]* | | | | |
| *[Insert HW and SW Configuration Management procedure (s)]* | | | | |
| *[Insert Record Keeping procedure]* | | | | |
| *[Insert Corrective and Preventive Action procedure]* | | | | |
| *[Insert Quality Audit procedure]* | | | | |
| *[Insert Control of Measuring Gages and Test Equipment procedure]* | | | | |
| *[Insert First Article Inspection procedure]* | | | | |
| *[Insert Special Process qualification procedure]* | | | | |
| *[Insert Non-conforming Products management procedure]* | | | | |
| *[Insert all Applicable Supplier documents define on this Quality Plan]* | | | | |
| *[Supplier Name]* shall inform Leonardo Helicopters Suppliers Quality Assurance about any significant modification to the procedures above, to evaluate possible impacts to the scope and the contents of this Quality Plan. | | | | |
| Specific Applicable LH Program documents | | | | |
| *[Insert all Applicable Specific LH Program applicable on this Quality Plan]* | | | | |
| *[Supplier Name]* Approval | | | | |
| *[Supplier Name]* Quality System fulfils EASA requirements. Certificate N°*[Insert Number of Certification EASA]* | | | | |
| *[Supplier Name]* Quality System fulfils EN/AS/JISQ9100 series requirements Certificate N° *[Insert Number of Certification EN/AS/JISQ9100]* | | | | |
| *[Supplier Name]* Quality System fulfils ISO 9001 requirements Certificate N*° [Insert Number of Certification ISO 9001]* | | | | |
| *[Supplier Name]* Design Organisation and Production Organisation operate in accordance with QRS01Leonardo Helicopters requirements see Leonardo Helicopters Statement of Approval N° LH/*[Insert Number of Certification LH SoA]* | | | | |
| *[List of the all further Supplier achieved approvals]* | | | | |
| Exclusion for Design activities in charge of LH | | | | |
| *[List any exclusion for Design activities in charge to LH, if any. Please, do not delete this paragraph; delete only the text and report the sentence “Not Applicable”]* | | | | |
| List of Sub-tier QP involved in the activities | | | | |
| *[Insert all Sub-tier QP involved applicable on this Quality Plan, if any. Please, do not delete this paragraph; delete only the text and report the sentence “Not Applicable”]* | | | | |

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| ORGANIZATIONAL ROLES AND RESPONSIBILITIES, AND PERSONNEL COMPETENCE |
| Personnel definition |
| The *[Supplier Name]* organisation and responsibility definition is reported in the *Quality Manual N°* *[Insert Supplier Quality Manual Number and Title]*  *[Supplier Name]* has defined a dedicated structure of program management, in order to assure the appropriate control and quality of Design and Development activities.  The following paragraphs report the Manager’s names involved in this program:   * **Program Manager** Mr. *[Supplier Program Manager Name]* is responsible to manage the program in order to meet the contract. * **Technical Director** Mr. *[Supplier Head of Design Organisation Name]* is responsible of the continued airworthiness of the product: responsible to sign, directly or by delegation all the technical documentation (i.e. PS, QTP, QTR, ATP, DDPs). *[In case of delegation identify the names of people delegates (directly)]* * **Manufacturing Engineering Manager** Mr. *[Supplier Head of Design Organisation Name]* is responsible for * **Production Accountable Manager** Mr. *[Supplier Accountable Manager Name]* is responsible to produce the item in conformity with engineering data. * **Certifying Staff** Mr. *[Supplier Certifying Staff Name]* is responsible to sign the conformity documents (CoCs, EASA Forms 1 or TAG 8130), Concession and Production Permits * **Quality Manager** Mr. *[Quality Manager Name]* is responsible for the Quality and is the official communication channel with Leonardo Helicopters for what concerns Quality issues. He ensures that *[Supplier Name]* has a Quality policy and that the Quality policy is published and correctly implemented within all *[Supplier Name]* functions. He takes the ultimate responsibility for all Quality aspects, ensuring the execution and approval of this Quality Plan and FAI. * **Quality Control Manager** Mr. *[Quality Control Manager Name]* is responsible for * **Manufacturing Manager** Mr. *[Manufacturing Manager Name]* is responsible for   *[Include the organization chart]* |
| Education and Training |
| The above personnel comply with the education, training, skills and experience requirements defined in the internal procedure *[Insert the Reference, Number/s and title/s].* |
| Personnel capability |
| *[Supplier Name]* ensures that all the people involved in manufacturing activities for Leonardo Helicopters articles (*[Supplier Number of people working in technical direction department]* people) complies with the requirement of the above procedure. |

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| 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]* |

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| Documents Quality requirements |
| Issue |
| Documentation will be issued, approved, changed and managed according to internal procedure See procedure *[Insert Supplier Applicable Procedure Number and Title]*  *[Description of how the documentation is issued, approved, changed and managed]* |
| Record Keeping |
| *[Supplier Name]* is responsible to receive, archive and manage all the Design Data Set (DDS) related to the product and their changes (Drawings, Procedures, Technical Specifications, Reports, and Verification and Validation data, Documents...) in agreement with the Supplier procedure *[Applicable Procedure Number and Title].*  The location selected to keep the records will be equipped with suitable devices, assuring protection against accidental damage due to adverse environmental conditions, fire, loss or robbery.  The record keeping must be maintained, in compliance with the Leonardo Helicopters procedure QRS-01, for the whole service life of each unit or of the aircraft on which these units will be installed and at the disposal of Leonardo Helicopters and Civil/Military Authorities.  This requirement is applicable also toward *[Supplier Name]* Subcontractors. |

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| 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.  *[NOTE: DO-PO ARRANGEMENT is not applicable to U.S.A. Suppliers. If you are an U.S.A. Supplier, please, do not delete this Chapter 8; delete only the text and report the sentence “Not Applicable for U.S.A. Supplier”]* |
| 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]* Parts in Capability List *[Description of supplier process for including parts in the Capability Lists (“Prototype” and “New”, as applicable) and the minimum documentation needed]* DOCUMENTED INFORMATION AT EVERY STAGE OF TECHNICAL DATA APPROVAL *[Description of transition from applicable technical data to approved technical data (that is after SADD issue), including the update of Capability List and issue of EASA Form 1 NEW, and, if requested by LH, the re-issue of the EASA Form 1 Prototype to NEW, whether the conditions are met]* |
| 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.  *[*Describe *how the supplier manages any discrepancy from the approved design data.]* |

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| Components PROCURED FROM sub-TIERS |
| The *[Supplier Name]* has the responsibility to transmit Leonardo Helicopters requirements to the subcontractors and to verify their implementation. Subcontractors of *[Supplier Name]* have to comply with these requirements.  Traceability of all activities performed for manufacturing of delivered equipment/parts is maintained.  The list of major subcontractors and is reported in *[Annex ………]* of this Quality Plan.  *[If the supplier does not have Sub-tiers, please, not delete this paragraph; delete only the text and insert the sentence “[Supplier Name] do not Subcontract Equipment.”]*  *[The supplier shall indicate how he is flowing down LH requirements to its suppliers. The supplier shall indicate the list of all of its suppliers (sub-tiers) involved in production activity. Remark: any sub-tier QPs shall be made available to LH upon request.]* |

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| 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); |

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| 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]* |

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| Delivery Documentation |
| For each delivery the following documentation will be associated to the equipment as defined on the purchase order and in agreement with the applicable requirements that are defined on QRS-01.  *[Describe how the supplier manages the delivery documentation in accordance QRS-01 requirements]* |

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| Maintenance Manual |
| *[Supplier Name]* will prepare and deliver to Leonardo Helicopters, the following documentation and information:   * For first and second level activities, data necessary for corrective and preventive maintenance activities; this data will be approved by the Leonardo Helicopters Engineering Department * For third level activities, the equipment Maintenance Manual, as required by QRS-115; contents of this manual are under *[Supplier Name]* responsibility   The above documentation will be referenced in the appropriate box of DDP.  *[If the supplier item does not require Maintenance manual, please not delete this paragraph; delete only the text and insert the sentence “Not Applicable”]* |

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| 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. |

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| Corrective and preventive actions |
| Corrective and preventive actions procedure *[Insert Supplier Applicable Procedure Number and title]* will be applied during the period of the contract. |

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| Quality Audits |
| Internal quality audit will be performed to technical department according to internal procedure *[Insert Supplier Applicable Procedure Number and title]*.  Quality Assurance Department will plan the internal quality audits. All departments will be planned to be audited once every two years verifying the conformity to the requirements of this Quality Plan.  Audit records including audit check lists, audit results and corrective actions will be kept available in case of Leonardo Helicopters request.  *[Supplier Name]* is responsible to perform audits at its sub-suppliers.  Leonardo Helicopters and Authorities can perform audits toward *[Supplier Name]* departments and subcontractors; in this case Leonardo Helicopters inform previously *[Supplier Name]* Quality Assurance Department in order to agree audit date and details. |

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| Production process analysis and improvement |
| *[Supplier Name]* will plan and implement monitoring, measurement, analysis and improvement methods particularly related to the production process, establishing suitable metrics representative for the activities performed see procedure *[Insert Supplier Applicable Procedure Number and title]* that permits to define any corrective action useful to improve the process. |

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| RIGHT of Access |
| Leonardo Helicopters have access to *[Supplier Name]* that will permit the access to Leonardo Helicopters representatives, Leonardo Helicopters Customer, Civil and/or Military Authorities accompanied by Leonardo Helicopters personnel; furthermore, *[Supplier Name]* shall guarantee the access to Subcontractors facilities. |

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| Special processes |
| *[Supplier Name]* shall manage special processes according to procedure *[Insert Supplier Applicable Procedure Number and title]*  *[Indicate and describer the Supplier Control System and related Procedures in place for special process qualification and control]*  *[Indicate the NDT Responsible Level 3 in Annex A, once notified as per dedicated paragraph about Personnel competence in QRS-01 main document]*  *[Provide and keep updated a list of the applicable NDT inspection techniques for LH parts (in a dedicated Annex), with revision issue and configuration details of P/N and applicable inspection standards/specifications, as requested by the LH contact person]*  *[Include the list of Special Processes performed per National/International Specifications, Supplier Proprietary Specifications, LH Process Specification, with detail of the LH Articles where these special processes are applied].*  *[Specify the Subcontracted Special Processes and sources]* |

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| CONTROL OF COUNTERFEIT ARTICLES |
| *[Supplier Name]* shall control of counterfeit articles according to procedure *[Insert Supplier Applicable Procedure Number and title]*  *[Describe how the suppliers manages counterfeit articles prevention and procedures in place, in accordance with QRS-01]* |

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| PURCHASING PROCESS |
| *[Supplier Name]* shall manage purchasing process according to procedure *[Insert Supplier Applicable Procedure Number and title]*  *[Describe how the procurement process is managed; focus on these items:*   * *Supplier approval and control;* * *How the LH requirements are flowed-down to Sub-tiers* * *How the purchased Articles are controlled* * *How the supplier procures raw material from LH approved source;* * *How special processes are managed through LH approved sources (DQP)]* |

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| PRODUCTION |
| *[Describe how the Supplier manages the production processes and LH involvement including:*   * *Planning of Product Realization: supplier planning shall comply with requirements defined by LH Manufacturing Engineer* * *Control of Documentation: reference to supplier internal procedure to manage documentation received and internal flow down* * *Production documents issuance, change and approval* * *Production Documentation: the supplier shall have a work order that recalls the steps to be followed* * *Control of Production Equipment, tools and Software Programs: supplier shall indicate how he keeps under control all the equipment in use with related responsibilities* * *Product identification, part marking and traceability* * *Tools and instruments management* * *Management of Critical parts* * *Inspection and Testing* * *Production process control* * *First Article Inspection and LH involvement* * *Storage and packaging* * *Digital Manufacturing, where applicable]* * *Critical operation: all the critical operation shall be identified with the letter “C”* * *Implementation of FOD prevention program (see QRS-01)]* |

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| POST-DELIVERY SUPPORT |
| *[The supplier shall provide assistance to LH or its customers upon request within contractual clauses with LH, including support and assistance (investigations, etc.) for management of any non-conforming articles]* |

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| control of production process changes |
| *[Describe how the supplier keeps under control and communicate to LH Production Process Changes ]* |

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| management responsibility and review, monitoring, measurement and kpi |
| *[Describe how the supplier Management monitors quality objectives. The Supplier shall define internal KPI focused on customer satisfaction. The Supplier shall analyze KPI and take adequate actions for improvement]* |

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| ANNEX A |

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| TITLE | Focal points in accordance with Chapter 5 |

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| [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. | | |

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| 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. | | |

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| ANNEX B |

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

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| 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** |
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| **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:*** | | | | | | | | | | | | | |
| 1.0 | Is this QAP based on LH Template? | P | | 3 | |  | | |  | |  | |  |  |
| 1.1 | *Indication of contractor* (supplier name and address) | P | | 1 | |  | | |  | |  | |  |  |
| 1.2 | *Applicability* (list of all the P/Ns the Quality Assurance Plan is applicable to – LH P/N, Supplier P/N, Description, Procurement Spec/SCD) | A  CP | | 1 | |  | | |  | |  | |  |  |
| 1.3 | *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 | *Contractual Documents* (such as Contract, SoW) | A  CP | | 1 | |  | | |  | |  | |  |  |
| 3.2 | *Applicable Regulations* (EASA, FAA, TCCA, AQAP, etc.) | A  CP | | 1 | |  | | |  | |  | |  |  |
| 3.3 | *LH Documents* (Technical Specification, SCD) | A  CP | | 1 | |  | | |  | |  | |  |  |
| 3.4 | *List of Supplier applicable documentation* defined in the QP (Quality Manual, Design Manual, internal procedures) | A  CP | | 1 | |  | | |  | |  | |  |  |
| 3.5 | *Specific applicable LH program document* | A  CP | | 2 | |  | | |  | |  | |  |  |
| 3.6 | *Supplier Approvals* held (Civil Certifications, EN series, ISO series) | P | | 1 | |  | | |  | |  | |  |  |
| 3.7 | *Any exclusion for design activities in charge to LH* | CP | | 2 | |  | | |  | |  | |  |  |
| 3.8 | *List of Sub-Tiers QP involved in the activity, if any* | P  CP | | 1 | |  | | |  | |  | |  |  |
| 4 | ***ORGANIZATIONAL ROLES AND RESPONSIBILITIES, AND PERSONNEL COMPETENCE:*** | | | | | | | | | | | | | |
| 4.1 | *Definition (indicating at least Program Manager, Technical Director, Manufacturing Engineering Manager, Production Accountable Manager, Certifying Staff, Quality Manager/Quality Control Manager/ Manufacturing Manager), summarized into Organizational Charts..* | CP  P | | 1 | |  | | |  | |  | |  |  |
| 4.2 | *Reference to the internal procedure related to the education, training, skills and experience for the above mentioned key personnel.* | P | | 2 | |  | | |  | |  | |  |  |
| 4.3 | *Description of the capability of people involved into manufacturing activities for LH programs in terms of required skills and experience.* | CP  P | | 3 | |  | | |  | |  | |  |  |
| 5 | ***Focal Points:*** | | | | | | | | | | | | | |
| 5.1 | *List of supplier focal points* (Annex A can be used to indicate the list of Supplier Focal Points): | P  CP | | 1 | |  | | |  | |  | |  |  |
| 5.2 | *List of Leonardo Helicopters Focal Points* (Annex A can be used to indicate the list of LH Focal Points): | P  CP | | 1 | |  | | |  | |  | |  |  |
| 6 | ***Documents - Quality Requirements:*** | | | | | | | | | | | | | |
| 6.1 | ***I****ssue*description of how the documentation is issued, approved, changed and managed | P | | 1 | |  | | |  | |  | |  |  |
| 6.2 | *Record Keeping* defining timing, location and applicability | P | | 1 | |  | | |  | |  | |  |  |
| 7 | ***DO-PO Arrangement:*** | | | | | | | | | | | | | |
| 7.1 | *Document Exchange:* description of how the documents are going to be exchanged between Supplier and LH. | A  CP | | 1 | |  | | |  | |  | |  |  |
| 7.2 | ***Capability List:***  *description of the Supplier process for including parts in the Capability Lists (Prototype and New and the minimum documentation needed.)* | A  CP | | 1 | |  | | |  | |  | |  |  |
| 7.3 | ***Applicable and Approved Technical Data****: description of transition from applicable to approved technical data, including Capability List updating an issue of EASA Form 1 NEW, including re-issue from EASA Form1 Prototype.* | A  CP | | 1 | |  | | |  | |  | |  |  |
| 7.4 | *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 | |  | | |  | |  | |  |  |
| 8 | ***Configuration Management*** | | | | | | | | | | | | | |
| 8.1 | *Change Classification:* describe how the Supplier is intended to manage major and minor modifications following QRS-115 | A  CP | | 1 | |  | | |  | |  | |  |  |
| 9 | ***Components Procured form Sub-tiers:*** | | | | | | | | | | | | | |
| - | The supplier shall indicate how he is flowing down LH requirements to its suppliers (Sub-tiers). The supplier shall indicate the list of all of its suppliers involved in production activity | P | 1 | |  | | |  | | |  | |  |  |
| 10 | ***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 | |  | | |  | | |  | |  |  |
| 11 | ***Control on Non-conforming Product:*** | | | | | | | | | | | | | |
| - | Description of how the supplier will manage non-conforming products in accordance with QRS-107 requirements. | A  CP | | 1 | |  | | |  | |  | |  |  |
| 12 | ***Delivery Documentation:*** | | | | | | | | | | | | | |
| - | Description of how the Supplier will manage delivery documentation in accordance with QRS-01 requirements. | P | | 1 | |  | | |  | |  | |  |  |
| 13 | ***Maintenance Manual:*** | | | | | | | | | | | | | |
| - | Description of how the supplier will manage the Component Maintenance Manual, in accordance with QRS-122 requirements | A  CP | | 1 | |  | | |  | |  | |  |  |
| 14 | ***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 | |  | | |  | |  | |  |  |
| 15 | ***Corrective and Preventive Actions:*** | | | | | | | | | | | | | |
| - | The Supplier shall describe how preventive and corrective actions are managed. | P | | 2 | |  | | |  | |  | |  |  |
| 16 | ***Quality Audits:*** | | | | | | | | | | | | | |
| - | Explain how the supplier shall monitor LH requirements by planning by planning and executing internal and external surveillance audits using risk-based criteria. | P | | 2 | |  | | |  | |  | |  |  |
| 17 | ***Production Process analysis and improvement:*** | | | | | | | | | | | | | |
| - | The Supplier shall plan and implement monitoring, measurement, analysis and improvement methods particularly related to the production process. | P | | 2 | |  | | |  | |  | |  |  |
| 18 | ***Right of Access:*** | | | | | | | | | | | | | |
| - | “Leonardo Helicopters have access to Supplier that will permit the access to Leonardo Helicopters representatives, LH Customers, Civil and/or Military Authorities accompanied by Leonardo Helicopters personnel, furthermore, The Supplier shall guarantee the access to Subcontractor facilities.” | P | | 1 | |  | | |  | |  | |  |  |
| 19 | ***Special Processes:*** | | | | | | | | | | | | | |
| - | Describe the Supplier control system and the procedures for Special Process qualification and control (if any) | P | | 1 | |  | | |  | |  | |  |  |
| - | NDT Responsible Level 3 indicated in Annex A, once notified | P | | 1 | |  | | |  | |  | |  |  |
| - | List of Special Processes performed per National/International Specifications,  Supplier Proprietary Specifications, LH Process Specifications included, with detail of the LH  articles where these Special Processes are applied | P | | 1 | |  | | |  | |  | |  |  |
| - | Subcontracted Special Processes and sources specified | P | | 1 | |  | | |  | |  | |  |  |
| 20 | ***Control of counterfeit articles:*** | | | | | | | | | | | | | |
| - | Describe how the Supplier manages counterfeit article prevention. | P | | 1 | |  |  | | |  | |  | |  |
| 21 | ***Purchasing Processes:*** *Describe how Supplier procurement process is managed* | | | | | | | | | | | | | |
| - | * Sub tiers approval and control process | P | | 2 | |  | | |  | |  | |  |  |
| - | * Flow-down of LH requirements | A | | 2 | |  | | |  | |  | |  |  |
| - | * Control of purchased articles | A | | 1 | |  | | |  | |  | |  |  |
|  | * How the supplier procures raw material from LH approved source | P | | 1 | |  | | |  | |  | |  |  |
|  | * How special processes are managed through LH approved sources (DQP) | P | | 1 | |  | | |  | |  | |  |  |
| 22 | ***Production:*** *Describe how Supplier manages the production process:* | | | | | | | | | | | | | |
|  | * Planning of Product Realization | P | | 2 | |  | | |  | |  | |  |  |
|  | * Control of Documentation | P | | 2 | |  | | |  | |  | |  |  |
| - | * Production documents (issue, change, approval) | A | | 2 | |  | | |  | |  | |  |  |
|  | * Work Order | P | | 1 | |  | | |  | |  | |  |  |
|  | * Control of Production Equipment, tools and Software Programs | A | | 2 | |  | | |  | |  | |  |  |
| - | * Product identification, part marking and traceability | P | | 1 | |  | | |  | |  | |  |  |
| - | * Tools and Instrument management | A | | 1 | |  | | |  | |  | |  |  |
| - | * Management of critical parts | P | | 1 | |  | | |  | |  | |  |  |
| - | * Inspection and testing | P | | 1 | |  | | |  | |  | |  |  |
| - | * Production process control | P | | 2 | |  | | |  | |  | |  |  |
| - | * First Article Inspection /LH involvement | P | | 2 | |  | | |  | |  | |  |  |
| - | * Storage and packaging | P | | 2 | |  | | |  | |  | |  |  |
| - | * Digital Manufacturing (is applicable) | P | | 1 | |  | | |  | |  | |  |  |
|  | * Critical operation Identification | P | | 1 | |  | | |  | |  | |  |  |
|  | * Implementation of FOD prevention program | P | | 1 | |  | | |  | |  | |  |  |
| 23 | ***Post-Delivery support :*** | | | | | | | | | | | | | |
| - | Describe how the Supplier provides assistance to LH or to its Customers. | P | | 2 | |  | | |  | |  | |  |  |
| 24 | ***Control of production process changes:*** | | | | | | | | | | | | | |
|  | Describe how the supplier keeps under control and communicate to LH Production Process Changes | P | | 1 | |  | | |  | |  | |  |  |
| 25 | ***Management commitment in Reviewing and Monitoring Measurement and KPIs:*** | | | | | | | | | | | | | |
| - | Describe how the Supplier monitors quality objectives. | P | | 2 | |  | | |  | |  | |  |  |
| - | ***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 | |  | | |  | |  | |  |  |

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| ANNEX C |

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

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| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AW109]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
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| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AW139]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
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| --- | --- | --- | --- | --- |
| ***Program AWXXX*** *[Insert the Helicopter Name “ex. AWXXX]* | | | | |
| **Leonardo Helicopters P/N** | **Supplier P/N** | **Designation / Title** | **Procurement Specification** | **Contract / Purchase Order** |
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