

QRS-103

Quality Requirements for Subcontracted Parts and GSE, Stockists of Raw Material, Distributors of Parts



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CHANGES LOG

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APPLICABLE DOCUMENTS

This document *shall* be applied together with the main document (QRS-01 Quality Requirements for Suppliers) and with the other applicable modules

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1 Purpose

This Quality Instruction defines the Leonardo Helicopters (**LH**) Quality requirements for an approved Subcontractor (Subcontractor, Stockist and/or Offload, Distributors of parts) in furtherance of a Purchase Order for **LH**.

2 Applicability

This Quality instruction is applicable to:

- Subcontracted Parts
- GSE
- Stockist of Raw Material
- Distributors of Parts

as per definition in QRS01

3 Effective date

Issue date

4 Acronyms, definitions and abbreviations

4.1 Acronyms and abbreviations

| | |
|-----|---------------------------------|
| CoC | Certificate of Conformity |
| CoE | Centre of Excellence |
| LH | Leonardo Helicopters |
| GSE | Ground Support Equipment |
| OEM | Original Equipment Manufacturer |

5 Requirements

5.1 General Requirements for Subcontractors

The Subcontractor *shall*, at all times, be responsible for the Quality of the Product, article and services supplied.

The Subcontractor *shall* be fully responsible for the implementation and adherence to these requirements within their company.

The Subcontractor *shall* be responsible for the effective control of any products and/or services that are subcontracted to sub-tier subcontractors and shall ensure **LH** Quality requirements are flowed down contractually as applicable.

The Subcontractor *shall* be responsible for retaining suitable objective evidence that the article and/or services contracted fully conform to the requirements of the **LH**

Contract/Purchase Order or drawing in order to provide full traceability of all relevant production/inspection documentation. Such objective evidence shall be made available to **LH** representatives upon request.

The Subcontractor *shall* be responsible for ensuring that they are working to the latest issue of this document and that any change affecting the subcontractor shall be adequately covered.

In addition, where a new Quality Management System has been introduced as a result of a company merger/take over or relocation, the subcontractor *shall* ensure that existing controls remain in place to fully satisfy these requirements.

In case of relocation the subcontractor *shall* inform **LH** Supplier Quality Assurance well in advance to the relocation period explaining how the relocation is managed concerning in specific times, revalidation of products, buffer stocks etc.

LH *shall* reserve the right to monitor (e.g. perform audits, etc.) on all aspects of a Subcontractor's controls applicable to these requirements.

5.2 Subcontracting of Parts to Sub Tier Subcontractors *not approved by LH*

Sub-tier subcontracting to *not approved by LH* suppliers is permitted only for non-critical/non vital parts for partial manufacture, provided sufficient planning and inspection is carried out and documented by the prime Subcontractor, to demonstrate full compliance to the drawing, applicable specifications and any other additional requirements, as defined in the **LH** Contract, Purchase Order or drawing.

The prime Subcontractor *shall* ensure that where the subcontracting of parts for partial manufacture takes place, the sub-tier subcontractor is fully approved and surveyed by the prime subcontractor's supplier quality organization and are listed on their Approved Supplier List. The sub-tier subcontractor's approval **shall** be consistent to the scope of the subcontracted work.

Sub-tier subcontracted suppliers cannot further subcontract their activity.

The prime Subcontractor's supplier quality organization *shall* have the authority to disapprove, from their Approved Supplier List, any sub-tier subcontractor which does not meet their, or **LH's**, quality requirements for subcontractors.

In no circumstances shall the Sub-tier Subcontractor procure raw material and standard parts or offload Special Processes.

For sub-tier subcontracting of parts and/or services procured by **LH**, the following criteria *shall* be considered:

- Constraints
Applicable technical data (Technical drawing; Tables, Specs, etc.) as defined by the **LH** Purchase Order/Contract

- Selection of the provisioning source
The Prime Subcontractor must ensure that his potential sub-tier subcontractor is approved for :
 - System
 - Production type
 - Process and Personnel in relation to the product to be procured.
- Contracting documents
The Prime Subcontractor must ensure that all Contracting documents provided to the sub-tier subcontractor flow down the applicable quality requirements (including those from **LH**).
- Management of the technical / manufacturing documents
The Prime Subcontractor shall maintain control of all relevant documents in regard to its sub-tier subcontractor.
- Quality Plan
The Prime Subcontractor *shall* update the Quality Plan listing the main sub-tier subcontractors and enclosing the subcontractor Quality Plan duly approved.
- Relation with the Government Sources (Military-Civil)

When the Supplies has to be submitted to Government Source Inspection (Military/Civil), the Prime Subcontractor *must* ensure free access to its sub-tier Subcontractor Plant.
- Serializing

When a part/assembly is required to be serialized, the Prime Subcontractor shall transfer the serialization criteria as assigned from **LH**, to its sub-tier Subcontractor. The Prime subcontractor shall maintain serial number records and ensure traceability of the serial numbers through manufacture.

5.3 Subcontracting of Critical/Vital Parts

Subcontracting of Critical/Vital Parts or Assemblies is not permitted, without a formal approval by **LH** within the scope of approval. Sub-tier subcontracting is allowed for partial manufacture only, where authorized through Manufacturing Plans.

The sub-contractor's (and any sub-tier's) manufacturing data *shall* be approved by the relevant **LH** Production Organization Authority (Manufacturing Engineering) prior to manufacture.

All changes to a sub-contractor's (and any sub-tier's) manufacturing data shall be approved by the LH Manufacturing Engineering of prior to change implementation.

This *shall* include:

- Modification of: plant, raw material, critical operation, special process, numerical control program, manufacturing method/technique, special tools, particular part of a tool (for example forming castings or forgings)

- Change or new lay-out of the production site.

5.4 Subcontracting of LH Special Processes

Subcontracting of Special Processes for an LH part *shall* be restricted to a subcontractor that has been formally approved by LH for the relevant Special Process.

The approved subcontractor *must* hold a valid LH DQP for the Special Process that has to be performed.

Processes that require DQP certification are defined by QRS-104.

All approved special processes held by subcontractors are accessible to all **LH** approved subcontractors in the dedicated **LH** Website page updated once every three months.

Use of any Subcontractor included within **LH** approved list database does not relieve the prime Subcontractor of their responsibility to ensure that the service provided conforms to the relevant requirements. It is also the Subcontractor's responsibility to ensure that the sub-tier supplier has the relevant scope of approval at the location where the work is to be performed and a valid process DQP.

All sub-tier subcontract special process work in furtherance of an **LH** Contract or Purchase Order *shall* be in accordance with the requirements of **LH** contracting documents. The parts *shall* be released from the sub-tier special process supplier correctly certified on release documentation and all documents relating to the subcontract special process work *shall* be made readily available to **LH** representatives on request.

5.5 Procurement of Raw Material

Only LH approved suppliers with a valid approval in the category “subcontractor” are allowed to directly procure raw material.

Any Subcontractor procuring raw material (excluding Castings and Forgings, which are not considered raw materials) in furtherance of an **LH** Contract or Purchase Order for an **LH** subcontracted part shall adhere to the following requirements:

5.5.1 Material Selection

Procured Material *shall* be one of the following:

- The material defined on the drawing or specifications.
- An alternative material specification formally authorized by **LH**.

5.5.2 Source Selection

Subcontractors can only purchase articles/raw material in accordance with the requirement stated in QRS-01 "Quality Requirements for Suppliers" paragraph 10.2.

All approved **LH** suppliers (for raw material manufacturer and stockists) are listed in the **LH** Website.

5.5.3 Purchase Orders

The Subcontractor's Purchase Order for raw material *shall* include, according to the applicability, the following:

- Material description including product form, specification and issue and any test specifications or technique sheets applicable.
- Heat treatment condition and any other conditions required (e.g. bright bar, etc.).
- Temporary protective treatments and packaging requirements.
- Release/Certification requirements including source certificates and any applicable test results (chemical analysis, mechanical certification, etc.).
- Any applicable dimensional requirements.
- Reference to QRS-01 requirements.

5.5.4 On-Receipt Inspection

The Subcontractor *shall* hold current issues of all relevant material specifications.

On receipt of material the subcontractor *shall*:

- Verify that the material is originated from a supplier listed in **LH** Website.
- Following acceptance, the material will be placed in a bonded store designated for aerospace raw material.
- Ensure that all material is fully or correctly identified in accordance with applicable specification requirements and as defined on the Purchase Order, release certification and source documentation.
- Identification and segregation shall be against the cast/lot/heat number.
- Ensure traceability is maintained between the Purchase Order and the raw material.
- Check all documentation to verify that chemical analysis and mechanical test results are within specification requirements.
- Check documentation against Purchase Order requirements and where applicable, the manufacturer's recommendations to verify heat treatments are included.
- Unacceptable material shall be rejected and returned to the subcontractor. All rejections shall be reported to **LH** Materials Laboratory or CoE as applicable.

5.5.5 On-Receipt Testing

On receipt of raw material the subcontractor *shall*:

- When deemed necessary the subcontractor *shall* test the material to ensure integrity of supply is maintained. Where on-receipt testing is not carried out, acceptance of the material is at the subcontractor's own risk.
- All testing *shall* be carried out by a nationally approved organization or an **LH** Materials Laboratory or CoE approved laboratory.
- Unacceptable material *shall* be rejected and returned to the sub-tier supplier. All rejections *shall* be reported to **LH** Materials Laboratory or CoE.
- If all receipt checks are satisfactory the release document *shall* be stamped as acceptable.
- Purchases of S144, S145 shall be independently tested to the requirements of LIS6029.
- Purchases of S80 shall be independently tested for impact to material specification requirements.

5.5.6 Material Storage

Raw material *shall* be held in a bonded store designated for aerospace material only with all reasonable measures *shall* be taken to ensure that the material is stored in suitable conditions to prevent its deterioration in any way. Material *shall* be identified and traceable at all times.

Material procured in furtherance of an **LH** Purchase Order, which is not correct to the Purchase Order requirements or, pending the outcome of testing or inspection, *shall* be placed in quarantine until outstanding actions are cleared.

5.5.7 Use of Existing Stores Material

If the subcontractor wishes to use existing stores metallic raw material for **LH** work, this is permitted provided that control of the material can be shown to fully comply with the requirements specified in this procedure. The subcontractor *must* be able to demonstrate that the material was procured through **LH** approved manufacturers or stockists and that the raw material satisfies the latest applicable specification requirements.

5.5.8 Quality Records for Raw Material

- All original documentation and test results pertaining to material controlled under this procedure *shall* be retained in accordance with the procedure QRS-112.
- Manufacturing records *shall* provide material traceability for all components within an assembly and *shall* allow traceability of all components made from a particular cast/lot/heat number.

5.5.9 Delivery Documentation

The Certificate of Conformity for all products supplied to **LH** shall quote a reference which provides full metallic raw material traceability.

5.6 General Requirements for Stockists of Raw Material

5.6.1 Requirements for Stockists of Raw Materials

The approved stockist shall be responsible for the following:

- Ensuring that all raw material supplied to either **LH** or **LH** approved Subcontractors, is manufactured by approved **LH** sources as listed in the **LH Website** database. Full traceability and identification shall be maintained at all times.
- Ensuring that any raw material supplied to **LH** or **LH** approved Subcontractors where intermediary stockists are involved is fully traceable and identified. **LH** approval of Intermediary stockists is not required, however, the material must be manufactured by approved sources listed in the **LH Website**.

5.7 General Requirements for Stockists of International/Industries Standard Parts

5.7.1 Quality Responsibilities

The Stockist shall, at all times, be responsible for the Quality of the Product, article and services supplied.

The Stockist shall be fully responsible for the implementation and adherence to these requirements within their company.

The Stockist shall ensure **LH** Quality/PO requirements are flowed down contractually.

When purchasing, the stockist shall:

- can only purchase standard parts in accordance with the requirement stated in QRS-01 "Quality Requirements for Suppliers" paragraph 11.1.
- Ensure the article is checked against the specifications on receipt and records are kept.
- Ensure alternative parts are not delivered without prior written approval from **LH**.
- Ensure the OEM's CoC (stating conformity to the drawing / specification / standard) is attached and referred to into the Stockist CoC (stating conformity to the LH purchase order).
- Procure a LH standard only from the sources defined in the LH specification.

5.7.1.1 Traceability

The Stockist shall be responsible for retaining suitable objective evidence that the product and/or services contracted fully conform to the requirements of the **LH** Contract/Purchase Order or drawing in order to provide full traceability of all relevant production/inspection documentation. Such objective evidence shall be made available to **LH** representatives upon request.

5.7.1.2 Configuration Control

The Stockist shall be responsible for ensuring that they are working to the latest issue of any standard part document and that any change affecting the product source shall be adequately covered.

5.7.1.3 Right of Access

LH shall reserve the right to monitor (e.g. perform audits etc) on all aspects of a Stockist's controls applicable to these requirements, both at the stockist and manufacturing sources.

5.8 General Requirements for Purchasing of Ground Support Equipment (GSE)

- Raw Material *shall* be as required by drawing, and *may* be procured from commercial sources. A CoC is required.
- Procure standard parts, adhesives and fasteners from sources approved by the Supplier and shall be supported with a CoC.
- Proof load testing of GSE is to be completed by companies approved to National and International Standards for the applicable testing. A "Certificate of Test and Examination" in accordance with Governments statutes *shall* be supplied to certify each article.