
Type A	Type B	Type C	Type D	Type E	Type F	Type G	Type H	Type I	Type J	Type K	Type L	Type M
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QRS-114

Packaging

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CHANGES LOG

Issue	Approval Date	Main changes	Interested Paragraphs
00	April 2015	First Issue	All

REFERENCE DOCUMENTS

Documents level	Document code (, paragraph) and title
Higher Level COS Documents	
	QRS-01 Quality Requirements For Suppliers

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1 Purpose

The following procedure outlines the general requirements regarding packaging requirements for goods to be delivered to AgustaWestland (AW).

2 Applicability

This procedure shall be applied to all the suppliers as defined in QRS01

Suppliers shall adhere to this instruction unless otherwise specified in the Purchase Order or in any Technical Document referred to in the Purchase Order.

In the case that a Supplier uses internal packaging practice, they should meet the same intended purposes of this instruction; Suppliers should address the matter through the AW Purchasing Department to reach an agreement concerning any significant differences that may arise.

This instruction is provided with the aim of assuring proper material handling to avoid undue burden for the logistic management of the parts and related documents.

This instruction does not cover any “dedicated” case and package which should be considered as production tools and managed accordingly.

3 Effective date

July 2015.

4 Ownership

The Supplier Quality Assurance (SQA) is responsible for coordinating the input of content to this QRS and any subsequent amendments supported by other relevant Departments/Functions as required.

5 Acronyms, definitions and abbreviations

AW	AgustaWestland
ESSD	Electro Static Sensitive Devices
FOD	Foreign Object Damage
MIR	Manufacturing Inspection Record

6 Means of Understanding

The use of *shall*, *should*, *must*, *will* and *may* within this document *shall* observe the following rules:

- the word *shall* in the text denotes a mandatory requirement: deviations from such a requirement is not permissible without formal agreement,
- the word *should* in the text denotes a recommendation or advice on implementing such a requirement of the document; such recommendations or advice is expected to be followed unless good reasons are stated for not doing so,
- the word *must* in the text is used for legislative or regulatory requirements and *shall* be complied with,
- the word *will* in the text denotes a provision or service or an intention in connection with a requirement contained in this document,
- the word *may* in the text denotes a permissible practice or action; it does not express a requirement contained in this document.

These means of understanding are applicable in the entirety of the document.

7 Requirements

7.1 General Requirements

The type of packaging will be defined by the Supplier taking into due consideration: environmental and shipping stresses that can affect parts during shipping, transportation and warehouse handling.

Internal packaging and conditioning should be adequate to ensure the proper storage life for the parts.

In the case of a sealed package, the external marking shall indicate all the data related to the part (identification, shelf life, curing date etc).

Do not use Polyvinyl Chloride (PVC) film, Vapour Corrosion Inhibitor (VCI) and/or Vapour Phase Inhibitor (VPI) treated materials and/or absorbent materials for packaging. These cause the products to deteriorate/corrode during storage and/or delivery to AW and/or their customers.

Products that are (or contain) ESSD or operate at high voltage shall be clearly marked accordingly and packaged in accordance with National and International specifications.

In the case of fragile parts (extremely shock sensible), packaging shall be adequate to prevent damages.

In certain cases an agreed label should be put onto the intermediate package to highlight that the inner item should be treated with due care.

In the case that the component is a fragile part, where possible, the accessory should not be installed onto the final equipment. The accessory can be shipped in a dedicated separate package. If the packaging contains shelf life parts, the package shall report packaging date and shelf life.

7.2 Shipments of Equipment and Appliances

For the delivery of equipment and parts, the following should be considered (starting from the delivered product to the external shipping box):

- Identification of the part shall be according to the applicable drawing
- All electrical connectors shall be protected by proper caps; in the case of ESD items approved caps shall be used
- All ports, vents, etc. shall be protected by relevant covers which shall be designed to prevent inclusion during installation

- Tubes should have proper caps. Caps will be shaped to avoid inclusion during fitting or installation
- An internal package should be used to protect parts from FOD
- A label should be placed onto the internal package with, as a minimum, the following information:
 - AW Part Number
 - Description
 - Serial Number (if applicable)
- If any accessories are delivered with the part, filling material should be used in such a way to avoid loss of small items in the bulk of the protective material.
- Shipping container shall be protected on the inside from any damage which can be caused due to the opening of the container itself
- Documentation, as required by the Purchase Order, shall be placed inside an envelope which shall be clearly marked (e.g. "Do Not Destroy - Quality Documentation Inside")
- The envelope shall be placed inside the most exterior shipping container in the most visible position when opening a properly standing shipping container. Do not place the Quality related documents on the outside of the shipping container.
- Unless any parts require dismounting from their assembly all resulting crates shall be clearly marked with a common reference to the assembly Part Number, a description of the sub-part inside, the crate reference, the total number of crates.
- Each item inside the crates shall be clearly tagged with the following minimum information:
 - Sub assembly description
 - AW Sub assembly Part Number (if applicable)
 - Reference to the main assembly Part Number

7.3 Multi Item Delivery

If the Supplier consolidates several different Purchase Orders inside one shipping container the following should be considered:

- Each item shall be singularly packaged to allow single item storage
- On the exterior of the individual package the following information shall be marked, as a minimum:
 - AW Part Number
 - Description

- Serial Number (if applicable)
- Shipping container shall be constructed aggregating all items belonging to one Part Number inside one intermediate package.
- Intermediate packaging shall have the following minimum information clearly marked on the outside:
 - AW Part Number
 - Quantity
 - List of all Serial Numbers (if applicable)
- Do not mix multiple items of different Part Numbers
- All the quality documentation pertaining to all the delivered parts shall be gathered in one envelope or document container. Documents inside the envelope should be aggregated per Part Number and clearly marked (e.g. "Do Not Destroy - Quality Documentation Inside")
- The envelope shall be placed inside the most exterior shipping container in the most visible position when opening a properly standing shipping container
- Do not place the Quality related documents on the outside of the shipping container.

7.4 Kit Packaging

For the purpose of this instruction a Kit is an ordered aggregation of items which may be individual parts or collection of items (multilevel aggregation of Part Number's - Top level relates to the Kit Part Number).

Packaging for Kits shall keep the same ordered multilevel aggregation of individual Part Number's; packaging shall be constructed bottom-up keeping together and segregating all parts belonging to a Part Number.

Kit packaging shall allow storage and handling of all parts belonging to a kit as a single item.

In particular, each top level Part Number shall have its own package collecting all the intermediate packages for items belonging to the kit.

Intermediate packaging shall collect all the packages relevant to next lower level Part Number's and so forth.

In the case of multiple kit delivery (i.e. many kits under one consignment), each kit shall have its own single package.

7.5 Kit Identification

On the outside of the single kit a suitable label shall be placed.

- The label shall contain as a minimum the following information:
 - Company Name
 - AW KIT Part Number
 - KIT Description
 - Kit Serial Number (if applicable)
 - Technical Specification for Delivery Revision (if applicable)
 - MIR number (if applicable)
- The label must be placed in a prominent position in respect of kit package shape
- The label should be printed with size/colour such to be easily readable
- On the outside of intermediate packaging the following minimum information shall be presented on the label:
 - AW item Part Number (in most prominent character)
 - Wording as "Part of "
 - Kit Part Number (in less prominent character)
 - Kit Serial Number (if applicable)

7.5.1 Kit Documentations

In the case of the Kit configuration presented in an agreed AW Technical Specification for Delivery makes reference to the proper section of that document for documentation requirements.

In the case of the Kit configuration presented in agreed Supplier documents, the kit will be accompanied by the following minimum documents:

- Kit certificates, per Purchase Order Quality Requirements
- List of first level Kit Part Number's
- List of Missing Parts (for complete deliveries state "none")
- List of Serialized Parts (if applicable)
- List of applicable Concessions (in case state "none")

If the parts are supplied with relevant "Component Log Card", retain the item Log Card together with the part (i.e. do not collect all the Log Cards together with the Kit documentation).

The above documents shall be placed in a suitable envelope or binder.

For single kit deliveries, documents shall be placed inside the kit shipping package in a prominent position.

For multiple Kit deliveries collect all documentation in one envelope or binder which should be put in a prominent position inside the shipping container.

8 Forms

N/A

9 Annexes/Supplements

N/A

10 Appendixes

N/A