
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
X	X	X	X	X	X	X	X	X	X	X	X	X

QRS-106

Delivery Documentation

Issue Date: April 2015

Issue: 00

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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 Requirement For Suppliers

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1 Purpose

Purpose of this document is to define the documents to be delivered during shipments of aeronautical parts.

2 Applicability

This procedure shall be applied by the Supplier to all supplies and deliveries to all the AgustaWestland (AW) plants.

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

ATP	Acceptance Test Procedure
ATR	Acceptance Test Report
AW	AgustaWestland
CoC	Certificate of Conformity
DDP	Design Declaration Performance
DP	Deviation Permit
EO	Engineering Order
FAI	First Article Inspection
MIR	Manufacturing Inspection Report
PO	Purchase Order
PS	Procurement Specification
SCD	Source Control Drawing
SQA	Supplier Quality Assurance
VDD	Version Description Document

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 Delivery Documentation for Complex System

When a Supplier that is responsible for the design/construction of a complex system manufactures also some “deliverable” sub-components, the delivery of such complete system/s (ship-set) should be accompanied with a Manufacturing Inspection Report (MIR) - see Appendix 1, to be filled out with the following instruction:

- List of critical/serialized parts and semi-finished material (forging/casting, etc.) which are a part of the assembly with indication of the relevant First Article Inspection (FAI) status (see QRS-101 for details).
- List of additional or missing changes / modification as regards to what required by the concerned Procurement Specification (PS) or by the Source Control Drawing (SCD) for supplies.
Note: in case of unsuccessful introduction or application in advance of the change (EO), supplier shall declare the possible “delta” in addition or diminution.
- List of Concessions issued with the relevant status, concerning the assembly under examination.
- List of the items missing from the list of the eventual incomplete operations.
- List of the incomplete operations
- List of the eventual added documents (authorization of drawing changes, malfunction notes, etc.)
- List of parts/assemblies built using design documentation still in development (not final)

NOTE: if a component is supplied separately from its assembly, this information shall be written both in the “incomplete operations” or in the loose item list and if not supplied should be mentioned in the missing list.

7.1.1 Manufacturing Inspection Report (M.I.R.)

M.I.R. is the documents that accompanies a complex system built against a TSD describing the configuration status and which purpose is described as follow:

- a) highlighting any discrepancies with the TSD;
- b) record data requested by TSD;
- c) transmit any document requested by TSD
- d) transmit informations related to issues the Supplier needs to highlight to AgustaWestland.

The structure of M.I.R. should be as follow:

Tile sheet: Contents list

Chapter 1: list of vital parts, flight safety parts and serialized parts

Chapter 2: list of plus and/or minus modifications to TSD

Chapter 3: list of concessions and/or production permits

Chapter 4: shortage to TSD

Chapter 5: incomplete activities

Chapter 6: weight management data

Chapter 7: additional information and appended documentation

7.2 Single Items Delivery

Each item (S/N) that is not managed as above shall be delivered, providing the following documentation:

- Certificate of Conformity (CoC).
- EASA Form 1 or Tag FAA 8130-3 or -9 or national equivalent document or military reassurance certification (as requested in the Purchase Order)
- Acceptance Test Report (ATR) (if applicable)
- Log Card (if required or necessary; see paragraph 7.5)
- Approved Deviation Permit (DP) or Concessions (if any)

NOTE: In case of Stockist or Distributor Suppliers, the items always have to be delivered with the CoC of the Stockist or Distributor plus the CoC or EASA Form 1 or Tag FAA 8130-3 or -9 or national equivalent document or military reassurance certification of the manufacturer of the item.

7.3 Certificate of Conformity (CoC)

In order to declare the conformity of each part to be supplied, with the exception of those one managed as described in paragraph 7.1 and for which the issue of a dedicated CoC is not required, a CoC and, if required by PO, EASA Form 1 or TAG FAA8130-3 or -9 or national equivalent document or military reassurance certification shall be issued.

The Certificate of Conformity shall report the reference to the applicable FAI & Design Declaration Performance (DDP) (applicable only for those p/n with Vendor responsibility) WITH the last applicable revision and to give evidence of the qualification status of the equipment. Moreover it shall report the original signature of the authorized Quality Function Staff.

Every CoC issued in order to cover an item with a non-conformity (DP/Concession) shall report the reference (AW number) to applicable DP/Concession.

Every supplier (manufacturer) of the standard parts listed in the EASA SIB 2012-06R() (MS21042, NAS1291 and LN9338 Self-Locking Nuts, and NAS626 Bolts) shall perform the torque test on the quantity specified in the SIB and certify the accomplishment of it in the Certificate of Conformance before the delivery of the parts to AW or to AW Customers.

All the distributors/stockists of such standard parts shall verify the implementation of the test through the manufacturer Certificate of Conformance before the delivery of the parts to AW or to AW Customers

Together with the CoC, where applicable or when required by the AW PO / Contract, the following shall be attached:

- list of serialized parts and/or shelf life (only for assemblies);
- list of missing items and/or processes in respect to the required configuration with references to prior authorization from the AW Material Management;
- lot/serial number and expiring date for materials/components with due calendar date;
- list of applied changes/modifications with references to prior authorization from the AW Material Management in case of delivery of item not in the correct configuration status (changes notices not incorporated);
- reference to the number and revision of the Acceptance Test Procedure (ATP) used for the tests;
- hazardous products should be identified as such;
- product containing "Electro Static Discharge Sensitive Devices (ESDSD) shall be indicated as such;
- inspection reports and/or results of the tests performed (ATP) issued by AW inspectors following source Inspections;
- reference to the banding (e.g. red, blue banding) of the part.

NOTE: The Supplier shall ensure that the accompanying documents for the product are present at delivery as specified in the PO / Contract and are placed as to avoid unintentional removal during shipment.

NOTE: The CoC of the parts delivered with the limitation "Ground / rig use only", or in any other case where the item is considered as "not Airworthy" shall be over stamped with "NOT FOR FLIGHT"

NOTE: Shelf life parts must be delivered with at least $\frac{3}{4}$ of the residual maximum life.

7.4 Airworthiness Certification (EASA Form 1 / Form FAA 8130-3 / TCCA Form 1)

In case the Purchase Order requires the issue of an airworthiness certificate, the supplier shall take all the necessary steps to be able to comply with order the requirements.

If the supplier does not have the required parts into its capability list, the supplier shall immediately inform the buyer that placed the Purchase Order and shall immediately start the process to insert them into its Capability List and inform SQA.

Note: If a repair order requests an Airworthiness Certificate under TCCA/FAA and the supplier is not yet TCCA/FAA Certified as Repair Station, it *shall* to start the process to reach the TCCA/FAA Certification as soon as possible, informing SQA of the plan to reach it.

All the articles sent to AW with an FAA Authorized Release Certificate (FAA Form 8130-3) *shall* be marked in accordance with the following sentence:

“Export Airworthiness Approval: This article meets the special requirements of EASA countries”

7.5 Acceptance Test Report

The Supplier shall prepare and annex to delivery documentation, an “Acceptance Test Report” (ATR).

The ATR shall contain, at least, the following information:

- ATP results.
- Any comment and observation after ATP execution.
- Any corrective action performed

7.6 Engineering Log Card

The Log Card will be prepared, for the first time, by AW at the incoming of components; the Supplier shall upgrade the Log Card in case of retrofit or inspections executed by its personnel.

Log Card shall be prepared using Annex 2 form

7.7 Software Delivery

Before delivering the Software (SW) approval activities shall be performed.

Three cases are defined for delivery:

- Stand alone SW.
It shall be delivered on a suitable media (CD-ROM, disk, tape, etc.) and with the following documentation:
 - SCI or VDD as applicable
 - ATR (if applicable)
 - Number of approved DP/Concession (if any)
- SW embedded with AW P/N.
 - It shall be delivered embedded in the system with the documentation described in Paragraph 7.1. plus
 - CoC
 - EASA Form 1 or Tag FAA 8130-3 or -9 or national equivalent document or military reassurance certificate (if required in the order).

Only for the first system, the SW shall be delivered also on a separated media (CD-ROM, disk, tape, etc.) and with the documentation described in the previous case (Stand alone SW).

- SW embedded without AW P/N.
It shall be delivered embedded in the system with the documentation described in the Paragraph 7.1.

8 Forms and annexes/supplements

8.1 Forms

N/A

8.2 Annexes / Supplements

Annex A - M.I.R.

Annex B - Log Card

9 Appendixes

N/A



LOG CARD

Section 1

NOTICE: WHEN THIS ASSY IS RETURNED FOR ANY REASON TO AN AGUSTAWESLAND GROUP FACILITY, PLEASE SEND THIS FORM UPDATED.

Chapter n°

Part n°

DESCRIPTION (1)	P/N (2)	S/N (3)	MANUFACTURER NAME (4)	ASSEMBLY DATE (5)	RETIREMENT LIFE (6)
	P/N (7)	S/N (8)	MANUFACTURER NAME (9)	DATE OF CHANGE (10)	RETIREMENT LIFE (11)
	P/N (7)	S/N (8)	MANUFACTURER NAME (9)	DATE OF CHANGE (10)	RETIREMENT LIFE (11)

NOTES (12)

ASSEMBLY HISTORICAL RECORD

INSTALLATION								REMOVAL						
DATE (13)	A/C			ASSY		ORGANIZATION (19)	STAMP AND SIGNATURE (20)	DATE (21)	A/C TOTAL TIME (22)	ASSY		REASON OF REMOVAL (25)	ORGANIZATION (26)	STAMP AND SIGNATURE (27)
	R. MARKS (14)	N/C (15)	TOTAL TIME (16)	TOTAL TIME (17)	TIME SINCE OH (18)					TOTAL TIME (23)	TIME SINCE OH (24)			



LOG CARD

Section 2

NOTICE: WHEN THIS ASSY IS RETURNED FOR ANY REASON TO AN AGUSTAWESLAND GROUP FACILITY, PLEASE SEND THIS FORM UPDATED.

Chapter n°

Part n°

LIMITED LIFE COMPONENTS INSTALLED ON ASSY

COMPONENT DATA				INSTALLATION				REMOVAL			
DESCRIPTION (28)	P/N (29)	S/N (30)	RETIREMENT LIFE (31)	ASSY TOTAL TIME (32)	COMP. TOTAL TIME (33)	COMP. TIME SINCE OH (34)	STAMP AND SIGNATURE (35)	ASSY TOTAL TIME (36)	COMP. TOTAL TIME (37)	COMP. TIME SINCE OH (38)	STAMP AND SIGNATURE (39)

LOG CARD

NOTICE: WHEN THIS ASSY IS RETURNED FOR ANY REASON TO AN AGUSTAWESLAND GROUP FACILITY, PLEASE SEND THIS FORM UPDATED.

Chapter n°

Part n°

ACTIVITY RECORD

DATE (40)	ASSY TOTAL TIME (41)	TASK (42)	ACTIVITY (43)	DATE (44)	ORGANIZATION (45)	STAMP AND SIGNATURE (46)

LOG CARD

Section 4

NOTICE: WHEN THIS ASSY IS RETURNED FOR ANY REASON TO AN AGUSTAWESLAND GROUP FACILITY, PLEASE SEND THIS FORM UPDATED.

Chapter n°

Part n°

DIRECTIVES COMPLIANCE

MANDATORY DIRECTIVES					OPTIONAL DIRECTIVES				
DIRECTIVE NUMBER (47)	ISSUE (48)	DATE OF COMPLIANCE (49)	ORGANIZATION (50)	STAMP SIGNATURE (51)	DIRECTIVE NUMBER (47)	ISSUE (48)	DATE OF COMPLIANCE (49)	ORGANIZATION (50)	STAMP SIGNATURE (51)

ISTRUZIONI DI COMPILAZIONE

Chapter n° e Part n° si riferiscono alla codifica rispettivamente del Sistema e del Sottosistema dell'elicottero, secondo lo standard S1000D, a cui i P/N oggetto di Log Card appartengono (campo non obbligatorio).

SEZIONE 1 - HEADER

1. Denominazione del P/N
2. P/N
3. S/N
4. Denominazione del costruttore (Fornitore / Ente Agusta)
5. Data dell'accettazione finale del P/N
6. Indicare la sigla "LIC", "LOF" o "TBO" applicabile e il valore temporale
7. Nuovo P/N che sostituisce il precedente P/N
8. Nuovo S/N che sostituisce il precedente S/N
9. Denominazione del nuovo costruttore (Fornitore / Ente Agusta)
10. Data in cui è stato modificato il dash
11. Indicare la sigla "LIC", "LOF" o "TBO" applicabile e il valore temporale

SEZIONE 1 - NOTES

12. Riportare il numero di eventuali MDR / MDRF / NI / SI emessi durante la produzione sperimentale

SEZIONE 1 - ASSEMBLY HISTORICAL RECORD

13. Data di installazione dell'assieme (o parte) a cui è intestata la LC sull'elicottero
14. Marche di registrazione dell'elicottero
15. N/C dell'elicottero
16. Ore di volo totali dell'elicottero (ricavabile dal libretto di volo) al momento dell'installazione dell'assieme (o parte) a cui è intestata la LC
17. Ore di volo / funzionamento totali dell'assieme (o parte) a cui è intestata la LC (ore corrispondenti all'ultima rimozione + eventuali ore di funzionamento su banchi prova) al momento della sua installazione
18. Ore di volo / funzionamento dell'assieme (o parte) a cui è intestata la LC dall'ultima revisione (ore di funzionamento totali – ore corrispondenti alla prima installazione dopo la revisione)

19. Organizzazione che ha eseguito l'installazione
20. Timbro e firma del personale che ha eseguito l'installazione
21. Data di rimozione dell'assieme (o parte) a cui è intestata la LC sull'elicottero
22. Ore di volo totali dell'elicottero (ricavabile dal libretto di volo) al momento della rimozione dell'assieme (o parte) a cui è intestata la LC
23. Ore di volo / funzionamento totali dell'assieme (o parte) a cui è intestata la LC (campo 17 + campo 22 – campo 16) al momento della sua rimozione
24. Ore di volo / funzionamento dell'assieme (o parte) a cui è intestata la LC dall'ultima revisione
25. Motivo della rimozione dell'assieme (o parte) a cui è intestata la LC dall'elicottero
26. Organizzazione che ha eseguito la rimozione
27. Timbro e firma del personale che ha eseguito la rimozione

SEZIONE 2 - LIMITED LIFE COMPONENTS INSTALLED ON ASSY

28. Denominazione della parte componente
29. P/N della parte componente a vita limitata o con TBO
30. S/N della stessa (**indicare con un * i S/N dotati di LC specifica**)
31. Indicare la sigla "LIC", "LOF" o "TBO" applicabile e il valore temporale
32. Ore di volo / funzionamento totali dell'assieme (o parte) a cui è intestata la LC al momento dell'installazione della parte componente
33. Ore di volo / funzionamento totali della parte componente al momento dell'installazione
34. Ore di volo / funzionamento dall'ultima revisione al momento dell'installazione
35. Timbro e firma del personale che ha eseguito l'installazione
36. Ore di volo / funzionamento totali dell'assieme (o parte) a cui è intestata la LC al momento della rimozione della parte componente
37. Ore di volo / funzionamento totali della parte componente al momento della rimozione
38. Ore di volo / funzionamento dall'ultima revisione al momento della rimozione
39. Timbro e firma del personale che ha eseguito la rimozione

Nota: I dati relativi ai limiti di vita correnti dei sotto componenti possono essere inseriti con riferimenti diretti oppure facendo riferimento a documentazione a supporto, solo se è completa di tutte le informazioni necessarie, da allegare alla Log Card, rilasciata da organizzazioni certificate PO o MO come applicabile (e.g. ARC, Test report, Work Report, etc.).

SEZIONE 3 - ACTIVITY RECORD

40. Data in cui viene definita l'attività da eseguire
41. Ore di volo / funzionamento totali dell'assieme (o parte) al momento della definizione dell'attività da eseguire
42. Definire l'attività da eseguire (riparazioni, revisioni, modifiche, test, ispezioni...) da eseguire sull'assieme (o parte) a cui è intestata la LC o sulle parti componenti elencate alla sezione 2, riportando eventuali informazioni relative all'attività
43. Descrizione dell'attività eseguita
44. Data in cui è stata eseguita l'attività
45. Organizzazione che ha eseguito l'attività
46. Timbro e firma del personale che ha eseguito l'attività

SEZIONE 4 - DIRECTIVES COMPLIANCE

47. Numero della direttiva (BT, PTA...)
48. Indice di revisione della direttiva; se la direttiva viene suddivisa in più parti e applicata separatamente, riportare una sola parte per ogni rigo
49. Data in cui è stata applicata / incorporata la direttiva
50. Organizzazione che ha applicato / incorporato la direttiva
51. Timbro e firma del personale che ha eseguito l'attività