

# **CENTRAL TOOLING DEPARTMENT**

## **CT0301**



## **TOOLING CONTRACTORS**

## **TOOLING CONTROL DOCUMENT**

ISSUE 8

This document contains information proprietary to Westland Helicopters Limited. Copyright in this document is vested in Westland Helicopters Limited and it shall not be copied, used or disclosed for any purpose, other than that as permitted by prior written consent of Westland Helicopters Limited.

# TOOLING CONTRACTORS TOOLING CONTROL DOCUMENT

APPROVED BY: 

G. Miller  
Central Tooling Manager

## TABLE OF CONTENTS

<b>Section</b>	<b>Clause</b>	<b>Page</b>
1	Scope and Authority .....	3
2	Purpose .....	3
3	Definitions .....	3
4	Requirements .....	4
5	Specific Requirements .....	5
6	Contractual Obligations .....	8

### **Document Implementation**

The requirements of this document shall be deemed to be accepted and complied with by the Supplier where the Contract invokes its implementation.

Acceptance and conformance is instigated by the Supplier signing and returning the Contract (Purchase Order) acknowledgement copy to Central Tooling AWLtd or acknowledging via the e 'business portal.

### **Document Control**

This Document is controlled and managed by AWLtd Central Tooling Department. The Document status is controlled through its issue number. Any amendments will result in the complete document being re-issued with the next issue number assigned.

Access to documents or manuals relevant to Suppliers are available via the following internet address: [www.agustawestland.co.uk](http://www.agustawestland.co.uk) supplier services

Any requests for amendment to be formally requested in writing to the Central Tooling Department, Box 12, AgustaWestland Ltd, Lysander Road, Yeovil, Somerset, BA20 2YB

## 1. **SCOPE AND AUTHORITY**

### 1.1 **Introduction**

The document defines the Contractual Obligations which are applicable to Tooling Contracts placed on suppliers to supply, manufacture or produce Tool Designs, Specifications and Documentation or Tooling, Equipment, Rigs and Gauges or the supply of Services or Labour. The appropriate clauses shall apply to a contract dependent upon the item or service being procured.

It does not apply to the procurement of standard “off the shelf” products.

## 2. **PURPOSE**

The purpose of this document is:

- To communicate to the Contractor the extent of AWLtd’s Tooling supply conditions.
- To have a set of Contractual Obligations agreed by the Contractor.

## 3. **DEFINITIONS**

AWLtd	AgustaWestland Ltd, Yeovil, Somerset, BA20 2YB
Tooling	Any Jig, Fixture, Template, Gauge, Master, Rig, Test equipment or validation equipment including mechanical test and alignment, hydraulic, electrical, fuel or pneumatic equipment or part thereof
CATIA	Computer Aided Three dimensional Interactive Application
CAD	Computer Aided Design
HSP2055	AgustaWestland Health and Safety Policy relating to work equipment and machinery safety
C.E.	Conformity Established mark to comply with machinery regulations
PUWER	Provision of Use of Work Equipment Regulations
WSTD	Westland Standard Tool Definition. These are contained in Central Tooling document CT0591 Volume 2 <a href="#">available on CD-ROM</a> .
UKAS	United Kingdom Accreditation Service

## **4. GENERAL REQUIREMENTS**

### **4.1 Requirements**

This section identifies the general requirements that will apply to approved suppliers for orders placed on your Company.

- 4.1.1 Contracts placed on your Company shall require as appropriate, any of the AWLtd Commercial Purchasing Business Terms & Conditions Document Ref. No.: WA3582 to be complied with and including these Tooling Contractual Obligations.
- 4.1.2 A file of all Contracts shall be maintained & protected from loss, damage or misuse and held secure in strict confidence for a period not less than 5 years.
- 4.1.3 Written approval of the Central Tooling Manager must be obtained before any documents, information, equipment or electronic data provided for tool manufacture or tool design is released or passed to any additional Authority.
- 4.1.4 Continued AWLtd approval will be based upon the suppliers ability to conform to the AWLtd requirement in all respects.
- 4.1.5 Supplier Performance Measures may include an assessment of:
  - Rejection statistics.
  - Documentation deficiencies.
  - Milestone achievement.
  - Periodic review of the supplier's approval criterion.
- 4.1.6 Work being performed for certain AWLtd customers (e.g. Ministry of Defence) may require the supplier to provide access to his premises and/or relevant data pertaining to the contract. The supplier shall, after reasonable notice, facilitate access to the supplier's premises or relevant data.
- 4.1.7 The use of sub tier suppliers is permitted for either part off load due to resource issues, process requirement, specialist operations or specialist service. Sub tier suppliers shall be approved by AWLtd's first tier supplier.

### **4.2 Boxes**

Where the supplier produces Master Media, including Patterns and Models, then enclosed wooden boxes shall be provided by the supplier for all such media and shall be manufactured in compliance with Central Tooling Manual CT0591 Volume 2 Section 3.08.

## 4.3 Quotations

### 4.3.1 Below are the requirements for all Tooling Quotations:

- ⇒ Quotations must be on company headed paper,
- ⇒ Quotations must have a reference number and be dated,
- ⇒ Quotations must be signed by a representative of the company,
- ⇒ The AWLtd part number for each tool must be identified,
- ⇒ The AWLtd tool number and description of each tool being quoted,
- ⇒ Individual costs for each tool being quoted,
- ⇒ Individual lead time for manufacture of each tool being quoted,
- ⇒ Individual design cost for each tool if applicable,
- ⇒ Individual CE document cost for each tool if applicable,
- ⇒ Individual HSP2055 compliance document cost for each tool if applicable.

Note: Where individual tool exceeds £2,500 Central Tooling reserve the right to request and obtain competitive tender.

4.3.2 For a contract which may have an extended duration to completion, the supplier may request that any subsequent Tool Order raised to perform the work should be prepared with several line items to reflect the various activities. These line items must have tangible verifiable milestones. The supplier can then invoice progressively for each line item as the contract is discharged.

## 5. SPECIFIC REQUIREMENTS

### 5.1 Requirements for Tool Designs

- 5.1.1 All tool designs must conform to the Central Tooling Manual CT0591 Volume 2
- 5.1.2 The Supplier shall undertake the tool design to achieve the Tool Engineer's requirements and/or written instructions to achieve a cost-effective tool, which achieves a practical solution.
- 5.1.3 The Supplier shall optimise the tool design to achieve a clearly legible working drawing whilst minimising the number of sheets of drawing data.
- 5.1.4 Any supporting data (Engineer drawings, specifications, etc.) provided to enable the tool design(s) to be effected are to be security controlled and administered as confidential documents.
- 5.1.5 All calculations used to ascertain the strength, deflection or load capabilities shall be retained for a period of 3 years from the completion of the contract by the Supplier.

- 5.1.6 The Supplier shall ensure that the design is compliant with UK supply law requirements for relevant Health & Safety or other applicable legislation to minimise / prevent potential injury to personnel and damage to the product.
- 5.1.7 Where the design is producing equipment for which CE Marking is required by way of legislative requirements then the Supplier shall be responsible for the supply of CE documentation in line with the Essential Health & Safety Requirements (EHSR's) for that specific equipment. CE documents will be submitted to AWLtd Central Tooling department in both PDF and word format.
- 5.1.8 When the design is producing Aircraft staging, working platforms & associated steps then the Supplier shall be responsible for the supply of HSP2055 compliance documentation in line with the Health & Safety Requirements and legislative requirements for this type of equipment. Signed HSP2055 compliance documents will be submitted to AWLtd Central Tooling department in both PDF and word format.

Note: HSP2055 compliance documents will contain all elements of CE documentation up to but not including declaration of conformity or CE marking. A supplier certificate of conformity will be issued within the documentation.

- 5.1.9 The Design shall be subject to a Design Review to establish conformance to the contractual, PUWER and legislative obligations or other defined or specified requirements.
- 5.1.10 The Design shall be finally approved for compliance with CT0591 Volume 2 Section 1.04.
- 5.1.11 Where the design evolves and it is recognised by the Supplier that the costs will be less or shall exceed the contractual price, then the Supplier shall identify to the Engineer the potential saving over shortfall. Upon agreement a Contract Amendment will be issued.

## 5.2 Requirements for Tool Manufacture

Acceptance of a AWLtd contract requires compliance of the following conditions by the supplier:-

- 5.2.1 All tools must have the appropriate information stamped on a suitable Name Plate (WSTD.02-03) attached to the tool; if a Name Plate is impractical the information should be stamped or etched in a prominent and non-wearing position.

- 5.2.2 The manufacturer may attach as a permanent fixture the manufacturing Company's official label to the tool, or if this is not possible due to size or shape the Company's name may be Stamped or Etched in a prominent and non-wearing position.
- 5.2.3 Unless through prior agreement, all products must be inspected before despatch to AWLtd and have your Company's inspection stamp clearly shown in the close proximity of the Part Number and Tool Number and identified within the Certificate of Conformity declaration.
- 5.2.4 All metal tools to be protected against corrosion, i.e. Lanolin spray or light oil. Non metal tools to be appropriately protected with wax or packaging.
- 5.2.5 Tooling which exceeds 5kgs shall be labelled or identified with the actual weight of the tool. This requirement shall not apply for staging and racking etc.
- 5.2.6 Where the tool or equipment is required to be stored in a dedicated container, which in total exceeds 5kg, the box shall have the total weight and on larger boxes an approximate Centre of Gravity position identified on the container. Tooling containers which exceed 5kg when empty are also required to be identified with the empty box weight, in addition to the total weight.
- 5.2.7 It is mandatory for the manufacturer's current inspection symbol and signatures to be submitted within the Supplier Profile & Record Document CT0796 'Form of Agreement' to the Central Tooling Office before delivery of the purchased service.
- 5.2.8 Any product received without an inspection stamp and/or an approved Certificate of Conformity will be quarantined pending corrective action. Repeated rejections will impact your approval status.
- 5.2.9 Where new equipment is supplied to conform to the CE directive or HSP2055 requirements then the manufacture must be compliant with design sections 5.1.6, 5.1.7 and 5.1.8.
- 5.2.10 Where equipment is not required to be CE marked but includes bought out kit items e.g. Multimeters, manometers, lifting accessories etc these must be supplied with the manufacturers CE documentation.
- 5.2.11 All tools, masters, gauges or equipment shall be inspected to meet AWLtd procedures, specifications or designs and the C of C annotated accordingly.
- 5.2.12 The results of such inspections shall be provided where requested (Ref 4.1.6) in the Central Tooling report format and be kept for 3 years from date of inspection.



- 5.2.13 All tooling shall be provisioned to comply with the contractual requirements of the Purchase Order and a Certificate of Conformity shall be issued and signed to qualify conformance. Invoices for tooling must have a delivery/advice note, a C of C and a returned Order acknowledgement before Invoice clearance is sanctioned.
- 5.2.14 The supplier must ensure that all tooling is correctly identified in accordance with the item text within the associated tooling order also see Central Tooling Manual CT0591 Volume 2 Sections 2.00 and 2.04.
- 5.2.15 MACK (Modular Aircraft Cell Kit) consists of, but is not limited to, benches, racks, trolleys, staging, and steps. Servicing and period inspections (where required) are carried out through Contractors of the Site Facilities Department. Any remedial or new requirements are the responsibility of the Central Tooling Department.
- 5.2.14.1 Goods Receipting of MACK – Along with Certificates of Conformity and photos for each item that comply with section 6.7, it is also required that the HSP2055 document is submitted, where applicable.
- 5.2.14.2 Delivery/Identification of MACK – All MACK equipment that is delivered to AWLtd must be part marked as per the short text within each purchase order. It must also include the relevant barcode identity which will be supplied by the Central Tooling Department, and is to be attached to each item by the supplier prior to delivery.

### 5.3 Requirements for Calibration of Equipment

- 5.3.1 The equipment to be calibrated shall be undertaken within the agreed identified costs submitted or as specified by the catalogue recorded value.
- 5.3.2 All calibrations to be performed to a British Standard, a Nationally recognised equivalent or to the equipment Manufacturers specification as qualified by the Central Tooling Manuals CT0591 Volume 3 and 4.

Primary Standard equipment e.g. held by a Calibration Centre and used to calibrate Secondary Standard equipment e.g. Shop Floor equipment, shall be calibrated to achieve the British Standard, Nationally recognised standard or Manufacturers Specification in conformance to approved procedures to UKAS requirements.

Secondary Standard equipment, e.g. Shop Floor equipment, may be calibrated to the above recognised standards but need only meet the specification accuracy as qualified by the Central Tooling Manuals CT0591 Volume 3 and 4.

- 5.3.3 The Supplier shall record the attributes calibrated with the resultant data and retain for a period of 3 years.

5.3.4 Where equipment is outside the defined range then:-

5.3.4.1 It may be adjusted (where it is specifically designed so) to bring back within the required range. AWLtd to be informed of the discrepancy for impact on product's calibrated with the said equipment.

5.3.4.2 If it is not possible to readjust the equipment back within the desired range then the Supplier shall provide a Repair quotation to AWLtd for acceptance qualifying the costs of Parts, Labour and re-calibration.

5.3.5 The Supplier shall provide WHL with an electronic C of C in a Microsoft Word or Excel format and kept for 3 years from the date of calibration.

5.3.6 All calibrated equipment shall have an identity label attached qualifying the date at which the equipment is due for re-calibration.

## **6. CONTRACTUAL OBLIGATIONS**

### **6.1 Tool Design & Specifications**

#### **6.1.1 Tool Design**

The design of tooling, equipment, rigs or gauges shall be in accordance with the principles contained in the AWLtd Central Tooling Manual CT0591 Volume 2 and any specification provided.

### **6.2 Tooling/Equipment Manufacture/Supply**

#### **6.2.1 Manufacture Clause**

The manufacture or supply of any tooling or equipment covered by a AWLtd Contract shall be in accordance with the requirements contained in the AWLtd Central Tooling Manual CT0591 Volume 2.

#### **6.2.2 Supportability Clause**

The supplier shall maintain the ability to repair, service and supply spares for tooling supplied for a period of twelve years from acceptance of the tooling by AWLtd, and shall, if requested by AWLtd, carry out such repairs or service such spares at a reasonable cost.

#### **6.2.3 Additional Work**

No additional work to the tooling design or manufacture shall be undertaken

until the Central Tooling tool designer has been consulted and all aspects of that work have been agreed. All additional work to be completed shall be submitted using the Cost Agreement Document (Annex A to this document).

## 6.3 Inspection of Equipment, Products or Work

### 6.3.1 Inspection Clauses

Tooling which is manufactured to a specification or standard for the contract shall be accepted by AWLtd as compliant after the successful manufacture of the first component using the tool. Should the first component so manufactured be unacceptable to AWLtd by reason of faulty tooling (such fault being attributable to the supplier) AWLtd reserves the right to reject the tooling or part of the tooling and, at AWLtd's option:-

- ⇒ require the supplier to modify, repair or replace at the suppliers option, the defective tooling or part thereof at no cost to AWLtd and reimburse AWLtd with the cost for any scrapped components or rework , or
- ⇒ require the supplier to credit the cost of the tooling or part thereof together with the costs incurred by AWLtd in the dismantling and return of the rejected tooling or part, or
- ⇒ repair, rework or otherwise correct the rejected tooling or part and charge the supplier with the cost thereof.

### 6.3.2 Inspection Clause

Each item of tooling being supplied to a AWLtd contract must be new and unused (unless specified to the contrary or the contract relates to repair/refurbishment) and be subject to inspection for conformance with the tool design, specification, standard or specific contractual requirements for release by your Inspection Organisation. Evidence of this inspection and release shall be shown by the impression of your official inspection stamp, as approved by our Central Tooling Department.

### 6.3.3 Inspection Clause

Tooling and equipment being supplied to a AWLtd contract must be subject to inspection for conformity to the Tool Design/specification, standard or documented requirements and an inspection report prepared as per the Central Tooling reporting format recording the geometric/functionality features checked with their results annotated. The supplier shall hold the inspection reports for a period of 3 years for onward transmission to AWLtd when requested. A Certificate of Conformity shall be supplied to confer conformity with a delivery/advice note.

#### 6.3.4 Calibration Clause

For measuring equipment which requires calibration and periodic re-certification then a Certificate of Conformity stating Calibration traceable to national or international standards, is required.

AWLtd, without prior approval may effect remedial or repair action to non-conforming tooling in urgent cases where the supplier would not achieve the timescale. In such cases the supplier and WHL shall agree which party shall bear the costs and expenses thereof or in what proportion these costs and expenses shall be divided between them.

The warranty shall remain in effect provided the remedial or repair action does not result in any detriment to the goods.

In no event will this warranty cover defects due to normal wear and tear, disregard by AWLtd of operating instruction, excessive overloading by AWLtd of operating conditions.

#### 6.4 Packaging

##### 6.4.1 Packaging Clause

Tooling shall be adequately protected against corrosion, contamination and damage during shipment and handling. All fluid openings and connectors must be protected against contamination and damage.

Hydraulic or fuel component parts or openings shall be plugged or sealed with proper fitting closures that will not deteriorate in contact with these fluids. Only closures of metal material are acceptable for sealing hydraulic or fuel system component, but must be so designed as to prevent the fitting of these components without the removal of the closures.

Plastic closures are acceptable for non-fluid application such as electrical connectors.

##### 6.4.2 Delivery Clause

All Tooling to be delivered must be directed to AWLtd Jig & Tool Receiving Wharf unless otherwise stated on the Tooling purchase order. Note: if delivery is out of hours or no receiving personnel is available then the tooling must be directed to the main AWLtd receiving wharf.

#### 6.5 Regulatory Requirements

#### 6.5.1 Statutory Legislation Clause

Each Tool or part thereof supplied under the AWLtd contract shall be free from defects whether patent or latent, in both material and workmanship and shall be manufactured, assembled, supplied and/or serviced in accordance with current British Standards and comply with the Health and Safety at Work Act 1974, CE Marking (Declaration of Conformity to be issued), P.U.W.E.R. requirements or any statutory modification or re-enactment for the time being in force, where hazard to safety, health or property exists the Supplier shall provide full details in writing of any precaution to be taken by WHL prior to delivery or servicing of the supplies.

#### 6.5.2 Environmental Clause

The disposal of any waste materials created by the execution of a AWLtd contract shall be in accordance with the requirements of the Control of Pollution Act 1974, the Control of Pollution (Special Waste) Regulations 1980, the Collection and Disposal of Waste Regulations 1988, or any statutory modifications or re-enactment for the time being in force.

#### 6.6 On Site Working

For a contract that requires the supplier to perform tooling work at a AWLtd site or facility, the supplier shall make sure that personnel assigned to perform the work are:

- ⇒ Approved through the AWLtd Safety & Environment Department
- ⇒ Are competent, trained and skilled to perform the work.

#### 6.7 Goods Receipting

On completion of the tooling contract, milestone activity or line item, a Certificate of Conformity shall be raised and accompanied (unless otherwise stated on the individual item text on the purchase order) with a digital photograph of each tool. These shall be supplied via email to [central\\_tooling@agustawestland.com](mailto:central_tooling@agustawestland.com). Each photo should be in a PDF format and be identified with the relevant AWLtd Part No./Tool No. (e.g. WG1593-0328-041 W105.pdf). This will form part of the C of C process. The photo must clearly show the identity of the tooling manufactured, in accordance with the tooling purchase order item text.



- 6.7.1 The Certificate of Conformity on company headed paper shall contain :-
- ✦ The Purchase Order Number
  - ✦ The Purchase Order line item
  - ✦ The AW Ltd Part Number
  - ✦ The AW Ltd Tool Number
  - ✦ A statement to certify that all requirements of the Contract (Tool Purchase Order) and this Document are complied with.
  - ✦ Relevant authorised signature (electronic signature will be acceptable)
- 6.7.2 The Certificate of Conformity shall be sent to Central Tooling electronically [central\\_tooling@agustawestland.com](mailto:central_tooling@agustawestland.com) or posted to AgustaWestland, Central Tooling, Lysander Road, Yeovil, Somerset, BA20 2YB, Box 12. Upon receipt of the Certificate of Conformity and relevant tooling photograph, payment will be authorised (subject to audit or other evidence as may be required) where upon ownership title of the tooling shall pass to AW Ltd
- 6.7.3 Contracts placed on your Company shall invoke the AW Ltd Commercial Purchasing Business Terms & Conditions document WA3582. Refer to Section 17 for specific Terms and Conditions.

**ANNEX A**



All Changes send to -:  
 Westland Helicopters  
 F.A.O Name  
[e-mail address](#)

**COST AMMENDMENT DOCUMENT**

**Scope:** To control cost amendments on **concurrently engineered projects only**, where additional and/or unforeseen tasks, or a reduction in work content is identified.

Tool Name - Tool No.

Date:-  
 Serial No -:

**Description of modified work content:**

  
  

**Comments:**

  
  

Total Cost - £	<i>Reduction or Increase</i>
----------------	------------------------------

  
  

Name Position Company	..... (signed)
Name Position Westland Helicopters Limited	..... (signed)

Company -:  
 Print Name -:  
 Position -: