QRS-104
Special Processes

Issue Date: June 2018
Issue: 01

CHANGES LOG

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<th>Approval Date</th>
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<tr>
<td>00</td>
<td>April 2015</td>
<td>First Issue – Supersedes IQ S004 rev. C</td>
<td>All</td>
</tr>
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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

Purpose of this procedure is to indicate how to proceed if Special Processes are defined on parts and how to manage qualification, qualification renewal and requalification. Special Processes shall be performed by qualified personnel, utilizing approved equipment, methods and materials.

*Qualification* is synonymous of *Validation*, to the extent of this procedure

The LH Special Processes are defined in Appendix 2. See QRS-01 for definitions of LH Supplier categories.

2 Applicability

This procedure applies entirely (except paragraph 8) to:

- **Subcontractors** and **Offload** suppliers performing Special Processes per LH Process Specifications (AWPS, STA, WHPS etc.), National and International Specifications (MIL, AMS, ASTM etc.), Licensee/Partner/Customer Specifications.
- **Manufacturer** Suppliers performing Special Processes per LH Process Specification (AWPS, STA, WHPS etc.)

Paragraph 8 of this procedure applies to:

- **Manufacturer** Suppliers performing Special Processes against International or Proprietary Specifications

3 Effective date

Issue date

4 Acronyms, definitions and abbreviations

4.1 Acronyms and abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>DQP</td>
<td>Declaration for Qualification of the Process</td>
</tr>
<tr>
<td>QC</td>
<td>Quality Control</td>
</tr>
<tr>
<td>RFVA</td>
<td>Request For Variation Approval</td>
</tr>
<tr>
<td>SQA</td>
<td>Supplier Quality Assurance</td>
</tr>
</tbody>
</table>

4.2 Definitions

**Special Process**: Special Processes are those individual processes whose results on the product cannot be completely verified by measurements or objective checks, and where discrepancies can affect in service performance of the parts. Special Processes require approval and review, and *shall* be qualified prior to use. The definition also includes Processes performed with portable equipment/devices or only by personnel where applicable.
5 Requirements

5.1 Introduction

When Special Processes are required by drawings or other Engineering requirements for manufacturing operations or inspection, the Supplier shall:

- identify the Special Processes and the applicable process specifications on the manufacturing documentation;
- check all the aspects relevant to the Special Process (such as material, equipment, personnel, procedures and software) so that the produced results are repeatable;
- define the significant operations and process parameters to be controlled during production;
- use only approved sources for Special Processes

Special Processes shall be qualified before being used.

Any modification to operations and parameters requires their requalification and justification.

The Supplier shall include in his control records the objective evidence of the use of qualified Special Processes.

5.2 Special Process Initial Qualification

It is Supplier responsibility to require the initial Qualification to LH Procurement, specifying the required scope of approval. LH Procurement shall inform SQA, who will identify and involve the competent LH Laboratory that will conduct the Special Process assessment, in direct contact with the Supplier for qualification activities.

Prior to apply for qualification, the supplier shall:

- Achieve a LH SQA System approval suitable for Special Processes
- Achieve a Nadcap certification in case the Special Process is identified by Nadcap in Appendix 2, or submit a Nadcap accreditation plan acceptable to LH
- Identify in detail the required scope of approval, in terms of special processes and Process Specifications
- Perform a gap analysis against the applicable process specifications/requirements, and make any implementations needed to achieve and assure compliance.

The Supplier shall prepare and submit to LH a qualification report, according with Appendix 1, as part of the qualification activities.

The LH verifications activities can include visits/audits at the supplier site, documental checks, testing and any other verifications deemed necessary by the LH Laboratory for the evaluation of the process effectiveness.

The Initial Qualification Report, as well as any Requalification and Renewal Reports (see Appendix 1), will be sent directly by the Supplier to the assigned LH Laboratory.
The report will contain a completed checklist which demonstrates compliance with all paragraphs of the LH technical specifications.

Any deviations from the applicable Process Specifications can only be accepted if approved by LH Engineering through RFVA (see paragraph 7)

Alleviations for Special Processes Nadcap approved are described in paragraph 5.6 for first Qualification, Renewal and Requalification.

5.2.1 Approval document: DQP

The document sent to the Supplier by LH to grant Special Process approval is the DQP (see Annex 3). The DQP shall be displayed on the equipment or as close as possible within the facility in relation to layout and nature of the process.

The Approval (DQP) has three years validity unless a lower frequency is defined by LH or by contract.

Not approved Special Processes shall not be used for LH products.

5.2.2 Initial Qualification Report

It is a fundamental document for the purposes of obtaining the Qualification.

The tests and the qualification report shall be in accordance with the requirements in Appendix 1.

Any Technique Sheets for NDT shall be managed and approved according to the requirements of AWPS009X.

Any Technique Sheets for other Special Processes shall be previously approved by LH where requested by the applicable Process Specifications.

5.3 Process Controls Testing (maintenance checks)

Every system is subject to a periodical checks program for the maintenance of the qualification in compliance with applicable process specifications and to the DQP directives.

Process control tests and checks per applicable specifications/requirements shall be performed under Supplier responsibility.

The process control tests/checks shall be recorded.

In case of deterioration of the system performances from the process control testing, preventive actions shall be put in place before test failures.

In case of test failures, the processor is responsible to ensure appropriate investigations and corrective actions, informing QC of the LH plant if a product impact is suspected.

The process control tests listed in the DQP should reflect at least the minimum process control tests and checks per applicable process specifications. This list on the DQP may be a list of high level callouts to applicable specifications/procedures. In case of conflict with the
DQP list, the applicable Process Specifications shall prevail and any deviations in the process control/testing requirements shall be authorized by LH Engineering through deviation (RFVA) according with paragraph 7.

A detailed process control system shall be implemented by the Supplier, who is directly responsible for process control testing compliance to Specifications / Engineering requirements.

5.4 Qualification Renewal (at DQP expiration)

The Supplier who wants to apply for validation renewal shall send to the applicable LH Laboratory manager, at least 3 months before the DQP expiry date, the validation report with the contents of Appendix 1.

The validation renewal requires the re-issue of the DQP and shall be performed as the initial validation unless differently specified by the applicable specifications.

5.5 Requalification

The requalification of a special process shall be performed when at least one of the following conditions occurs:

- Relevant modifications of the special process or of the process parameters
- Maintenance operations or equipment modifications that may affect the performances of the equipment
- Equipment change or relocation of one or more equipment (includes equipment move and facility change)
- Inactivity exceeding one year
- Other conditions called out in the applicable process specifications
- Change of Supplier Company name
- Revision of a process specification or issue of a new (superseding) specification, when applicable
- New RFVA

The requalification requires the re-issue of the DQP and shall be performed as the initial validation, unless differently specified by the applicable specifications.

In case of modifications that can clearly affect only specific parameters and not the process in the whole, the testing plan may be focused on those parameters but shall demonstrate that the changes do not affect process compliance.

The Supplier shall immediately inform the LH Laboratory and SQA if at least one of the conditions that require requalification occur, and submit all the requested documentation.

In case of facility change, the supplier shall notify LH prior to start with any relocation.

In case of revision of the process specifications called out in the scope of the DQP or in case of issue of a superseding (new) specification, an assessment for impact on the process shall be performed by the Supplier and documented on file as record equivalent to a qualification report. This assessment and any process modification/update shall be implemented within six months.
since the issue date of the specification, unless differently specified in the Process Specification or otherwise authorized by LH Engineering.

Changes due to revised specifications that have no impact on the process or in the process control testing do not require the re-issue of the DQP, that will remain valid until the next expiry date.

In case of issue of a new (superseding) specification, the DQP shall be reissued.

5.6 Nadcap approval

LH mandates the Nadcap accreditation to suppliers performing special processes in the applicable Nadcap commodities listed in Appendix 2.

Lack of commitment of the supplier to achieve and maintain a Nadcap accreditation may result, upon LH discretion, to discontinue the approval/renewal of the special process or to apply additional surveillance/quality requirements. The costs of extra surveillance will be charged to the Supplier.

LH can perform Special Process audits at a non-Nadcap approved Supplier site using the applicable Nadcap checklists.

LH Suppliers Nadcap approved shall:

- Clearly indicate LH as Subscriber/Customer in eAuditNet for each Nadcap Audit to be performed;
- Include all the applicable LH supplemental Nadcap checklists in the audit scope and
- Regularly submit LH parts during jobs audits.
- When applicable, clearly indicate the LH process specifications used (for example during CP Nadcap Audit)

A current Nadcap accreditation maintained as described above may be a valid justification for reducing any LH qualification activities/verifications for DQP and special process surveillance/DQP renewal. In this case, the following alleviations apply:

- The LH Laboratories issuing the DQP may skip the verification of the requirements already part of the Nadcap scope approvals, limiting the checks to the specific LH requirements.
- LH may, missing any specific elements of risk or quality issues, waive special process oversight audits/visits for first approval and/or requalification. The DQP renewal may be granted based on an updated list of personnel and equipment.
- For Special Processes per National/International Specifications having these specifications in the audit Scope, a test report (see Appendix 1) can be waived and the DQP granted only based on a Nadcap accreditation current.

The Supplier shall immediately notify to LH SQA and The LH Quality Control / Laboratory in case a Nadcap certification is lost.
5.7 Personnel Qualification for Special Processes

The supplier shall arrange and keep updated the list of personnel assigned with detail of relevant competence, tasks and any limitations. The personnel shall be designated on the basis of minimum performances to be satisfied related to:

- physical fitness for the task,
- documented evidence of the training results and of attended theoretical and practical courses and experience,
- detailed knowledge of the system/equipment and process (theoretical and practical),
- evidence of operational continuity and skill for the task.

All the applicable requirements related to the above shall be addressed in a documented supplier procedure, acceptable to LH.

This procedure shall flow-down all the applicable requirements (like contractual requirements, process specifications, Nadcap checklists).

This procedure shall also address in detail to the methods for: physical fitness verification; training; examination; issue of approval and maintenance for the specific skills; records.

The required training and coaching shall cover all the applicable process specifications, testing/inspection methods and equipment. The training programs shall be addressed to the continuous improvement of the personnel and shall also cover specifications and equipment updates.

The list of the personnel assigned to the special processes and evidence of approval shall be submitted to LH as part of the validation report for initial special process validation, revalidation and renewal.

The personnel shall be identified on the DQP or, as alternative, it is acceptable to identify the supplier report where is listed the personnel qualified for the Special Processes.

The supplier is responsible to keep this list updated, to be submitted to LH at any time upon request and during the visits at the supplier facility.

During the activity performed to approve the supplier Quality Management System and during any surveillance visit, SQA shall verify how the supplier qualifies his personnel involved in the Special Processes.

Remark: for all requirements to personnel assigned to NDT including qualification, training, maintenance, etc, AWPS009X applies.
5.8 Special Process Equipment management

The Supplier is responsible to assure that all the equipment is clearly and appropriately identified with id number of the equipment, description of the process and of every single operation performed in every single station.

Any inactivity of the equipment/process shall be immediately identified under responsibility of the processor/shop manager with devices (i.e. visible tables indicating maintenance etc.) that clearly prevent the personnel running the process.

The process control tests may not be performed during the process inactivity, but shall be performed before the re-start of the process, unless there are conditions for loss of qualification.

6 DQP Suspension/Cancellation/Lapse

Supplier DQPs may be suspended or cancelled upon discretion of LH in case of:

- Quality issues related to the approved Special Process
- Change of supplier facility without notification to LH
- Missing process re-validation when the conditions for re-validation occur
- Supplier delays on providing the validation reports that may cause in delay in the DQP renewal beyond the expiration date
- End/interruption of contract or supplier activities for LH
- Suspension of Supplier status of LH approved Supplier.
- Any other violations to this procedure

Cancellation, laps and/or suspension of a DQP will cause as consequence the quarantine of the parts and management by concessions.

7 Exceptions to LH Process Specifications (Request for Variation Approvals – RFVA)

Exceptions to applicable LH process specifications shall be managed through RFVA using the appropriate form (see QRS-01). The RFVA shall be submitted to LH Engineering through the competent LH Laboratory or Quality Control responsible for DQP approval.

The assessment of the RFVA (performed by LH Engineering) could result in approval (full approval or with limitations) or rejection.

Remark: an approved DQP is not a valid document to authorize deviations to Process Specifications without an approved RFVA.
8 Special Processes performed by Manufacturer Suppliers per International or Proprietary Specifications

Manufacturer Suppliers performing Special Processes according to International or Proprietary Specifications on LH articles shall have an effective system in place to qualify, control and maintain these special processes.

This system shall include documented procedures to manage:

- Identification of Special Processes and use for production
- Special Process Qualification
- Special Process Control and maintenance, to make sure the approval is maintained
- Training and Qualification of personnel involved with the process, qualification of equipment, methods and materials

For these Suppliers it is not required process approval by DQP granted by LH.

Remark: a current Nadcap accreditation can be considered a valid condition to cover the capabilities above

The Supplier Capabilities to manage and control these special processes are assessed by SQA during the Supplier Quality Approval and during surveillance.

The Supplier Control system mentioned above, with the applicable procedures and with a list Special Processes and Specifications used on LH articles shall be described in the Quality Plan for new development products (see QRS-108)

9 Records

<table>
<thead>
<tr>
<th>Record</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DQP</td>
<td>3 years starting from the date of cancellation/deletion/superseded/expiry</td>
</tr>
<tr>
<td>RFVA</td>
<td>Life Of Product + 3 years</td>
</tr>
<tr>
<td>Validation Test Reports</td>
<td>3 years starting from the date of cancellation/deletion/superseded/expiry</td>
</tr>
</tbody>
</table>

10 Appendixes, Annexes and Forms:

- Appendix 1: Minimum Contents of Qualification/Renewal and Requalification Report
- Appendix 2: Table of Special Processes
- Appendix 3: Declaration for Qualification of the Process (DQP)
- Annex 1: List of LH Special Process Specifications
Appendix 1: Minimum content of the Qualification/Renewal/Requalification Report

List of the applicable specifications

List of the technological specifications applicable for the primary special process (i.e. heat treating) and of all the auxiliary specifications used in support of the primary process (i.e.: testing, calibration, pyrometry, cleaning/degreasing) and revision level.

List of the applicable procedures and instructions

List of the internal procedures and instructions governing the Special Process and the auxiliary processes (testing, calibration, cleaning, etc.), with revision level. Includes the qualification of personnel.

Short description of the process

Clearly describe the SP, any sub-processes and relevant information, such as limitations

List of equipment and description:

Fixed and portable equipment, including the following information:

- Identification Number
- Manufacturer
- Type model
- Serial Number
- Installation year
- Functional and geometrical properties
- Measuring/monitoring instruments used for the process and evidence of calibration current

Validation tests

Validation tests requested per applicable specifications to demonstrate compliance, inspections and calibrations, including test reports with evidence of requirements and achieved results.

Consumable materials

List of consumable materials used for the process

Plant layout

Map of the areas where the process is performed with equipment location

List of Qualified Personnel authorized to perform the process

Qualified operators, inspectors, testing personnel, relevant responsible people/supervisors

Exceptions from the applicable requirements
Any deviations *shall* be clearly declared, including copy of approval documents (i.e.: RFVA) signed by the competent authorities.

**Checklists used/verification criteria**

Copy of the checklist(s) used to demonstrate compliance to the applicable requirements/specifications, filled in with the results of the internal assessment, or other verification criteria used to demonstrate compliance.

**Nadcap approval**

Specify if the process is Nadcap approved or not. If yes, suppliers *shall* attach copy of the Scope of Approval.
## Appendix 2: Table of LH Special Processes

<table>
<thead>
<tr>
<th>Manufacturing Special Processes</th>
<th>Nadcap Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Treating and thermochemical treatments, stress relieving</td>
<td>HT</td>
</tr>
<tr>
<td>Chemical and galvanic treatments for protection and for surface preparation, including brush/touch-up applications. De-embrittlement processes, when applicable, shall be included in the DQP of the main process.</td>
<td>CP</td>
</tr>
<tr>
<td>Vacuum metal (cadmium) deposition</td>
<td>CP</td>
</tr>
<tr>
<td>Application of solid (dry) film lubricant</td>
<td>CP</td>
</tr>
<tr>
<td>Chemical milling</td>
<td>CP</td>
</tr>
<tr>
<td>Painting of helicopter blades</td>
<td>CP</td>
</tr>
<tr>
<td>Structural bonding, curing and composite manufacturing</td>
<td>COMP</td>
</tr>
<tr>
<td>Welding, including ALM process (Additive Layer Manufacturing)</td>
<td>WLD</td>
</tr>
<tr>
<td>Shotpeening</td>
<td>SE</td>
</tr>
<tr>
<td>Thermal spray coating</td>
<td>CT</td>
</tr>
<tr>
<td>Physical Vapour Deposition (PVD)</td>
<td>CT</td>
</tr>
<tr>
<td>Material surface preparation for bonding</td>
<td>CP/COMP</td>
</tr>
<tr>
<td>Brazing</td>
<td>HT/WLD</td>
</tr>
<tr>
<td>Electrical Discharge Machining (EDM)</td>
<td>NM</td>
</tr>
<tr>
<td>Chemically assisted isotropic super-finishing of metallic materials</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>External thread rolling</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>Thermal coupling/assembly of parts</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>Swaging of flight control rods and connecting rods</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>Impregnation of castings</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>Hot Isostatic Pressing of castings (HIP) – Hipping of castings</td>
<td>HT</td>
</tr>
<tr>
<td>Application of permanent resin cover</td>
<td>Not identified by Nadcap</td>
</tr>
<tr>
<td>Crimping and assembly of electrical cables</td>
<td>Not identified by Nadcap</td>
</tr>
</tbody>
</table>

### Inspecton (NDT) Special Processes

<table>
<thead>
<tr>
<th>Inspection (NDT) Special Processes</th>
<th>Nadcap Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic and Radioscopic Testing (RT)</td>
<td>NDT</td>
</tr>
<tr>
<td>Etch Inspection (EI)</td>
<td>NDT/CP</td>
</tr>
<tr>
<td>Liquid Penetrant Testing (PT)</td>
<td>NDT</td>
</tr>
<tr>
<td>Magnetic Testing (MT)</td>
<td>NDT</td>
</tr>
<tr>
<td>Eddy Current Testing (ET)</td>
<td>NDT</td>
</tr>
<tr>
<td>Ultrasonic Testing (UT)</td>
<td>NDT</td>
</tr>
<tr>
<td>Bond Test (BT). For this process only personnel qualification is required</td>
<td>Not identified by Nadcap</td>
</tr>
</tbody>
</table>
Additional remarks:

Within the production documents (cycles or other shop documents), the cycle operations describing or specifying Special Processes shall be clearly pointed out (for instance with the letter “S” or underlined or other similar).

Auxiliary processes

Some of the auxiliary processes may be also Special Processes. The focus is on the fact that they cannot be approved with a specific approval (DQP) outside of the primary Special Process. The auxiliary processes cannot be approved by a specific dedicated DQP because they require awareness of the requirements of the main process (e.g. maximum delay time of de-embrittlement after plating).

The following are considered auxiliary processes and cannot be approved by dedicated DQP but shall be assessed and included in the scope approval of the DQP of the main process:

- Cleaning or degreasing as surface preparation for a main process (heat treat, plating, etc.)
- Thermal treatment for hydrogen de-embrittlement after embrittling processes like plating/etching.
- Laboratory testing and inspections (hardness, conductivity, tensile, pyrometry, thickness, process controls, inspection of thread rolling etc.)

The auxiliary processes can only be used for captive applications (in support of the process performed by the processor) and shall be reviewed for approval with the main process with the same level of detail as the primary process, since they are as important as the primary.

The auxiliary specifications shall be listed in the DQP scope of approval of the main process.

Suppliers seeking for approval as independent test facilities need SQA approval as testing laboratories (the DQP is not applicable for testing laboratories).

Material Testing are identified by the following Nadcap Commodities:

- MTL: Metallic Material Testing
- NMMT: Non Metallic Material Testing
**LH Special Process specifications**

*Annex 1 – List of LH Special Process Specifications* is a reference list of the current LH process specifications (AWPS, STA, WHPS) identifying Special Processes.

In case of conflict between the List of LH SP Specification in Annex 1 and the Table of Special Processes in Appendix 2, the Table of Special Processes in Appendix 2 *shall* prevail (i.e. specifications recently issued and not included in Annex 1). Ask LH Laboratory in case of doubts.

Note: National/International specifications are not listed in Annex 1, and the selection to identify a Special Process *shall* be directly made on the base of the *Table of Special Processes* in Appendix 2.
Appendix 3: Declaration for Qualification of the Process (DQP)
<table>
<thead>
<tr>
<th>PROCESS CONTROL TESTS AND INSPECTIONS TO BE PERFORMED</th>
<th>FREQUENCY</th>
<th>REFERENCE DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prove di Controllo Processo e ispezioni da Eseguire</td>
<td></td>
<td>Documenti di Riferimento</td>
</tr>
</tbody>
</table>

| REVISIONS | Revisioni |
| REMARKS | Note |
| COMMODITY | Commodity |

**Continued from page 1 / Segue da pagina 1**

| APPLICABLE SPECIFICATIONS AND REVISION NUMBER | Specifiche Applicabili e Relativo Stato di Revisione |

| ASSIGNED PERSONNEL | Personale Addetto |
|Inspector | Controller |