Supplier Quality Requirements Compliance Matrix

This document provides the compliance matrix to the QRSK-01 - Quality Requirements for AW09 Suppliers (doc. 11028268) which include the DO Supplier Quality requirements (doc. 10167421) and PO Supplier Quality requirements (doc. 10144444), as part of the supplier approval process.

Supplier:
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Quality Requirements for AW09 Suppliers

Requirements spec.: Quality Requirements for AW09 Suppliers - Document number 11028268 Version A - Issue date: 09.09.2021						
Section number	**Requirement description**	**Applicability (Kopter)**	**Compliance status (Supplier)**	**Compliance evidence (Supplier)**	**Comments**	**Kopter decision**
1	**Introduction**					
1.1	**Scope**					
	This document defines the specific requirements for suppliers of AW09 program.	Introductory part				
1.2	**Summary and purpose**					
	The complete set of requirements that each supplier commits to fulfil for providing Articles and/or Services are described in the main LH document (QRS-01 Quality Requirements for Suppliers) including its associated modules and in Kopter BS 10144444 and BS 10167421. The present document clarifies the specific applicability and exclusions of QRS-01 requirementsincluding related modules, and where requirements/modules are excluded, reference is made to Kopter BS 10144444 and BS 10167421.	Yes			*Must be complied with*	
1.3	**Applicability**					
	This document is applicable to all types of suppliers having an activity related to the program AW09. These requirements shall be flowed-down to all sub-tier suppliers involved in fulfillment of the contract/purchase order related to AW09 program. When QRS-01 and/or QRS-XXX modules are called out in a Kopter AW09 Purchase order, the present document ("QRSK-01 - Quality requirements for AW09 suppliers") is also applicable and the QRS-XXX modules apply according paragraphs 2 and 3. The requirements defined in the present document prevail over QRS-01 requirements when there is a conflict. When "Quality control" is mentioned in QRS-01 and/or QRS-XXX modules, read "Kopter Product Quality". Kopter Product Quality shall be contacted at: productquality@koptergroup.com. Any deviations, further exclusions, waivers shall be agreed in writting with Kopter Supplier Quality Assurance (Kopter Supplier Quality Engineers, SQEs).	Yes			*Must be complied with*	
2	**Exclusions**					
	The following modules of QRS-01 are not applicable to AW09: • QRS-100 - Digital Manufacturing • QRS-103 - Quality Req. for Subcontractors, GSE, Stockists of Raw Material, Distributors • QRS-105 - Management of LH Equipment and Tools • QRS-107 - Management of Non-Conforming Articles • QRS-115 - Requirements for Design & Development Suppliers of Airborne Equipment • QRS-116 - Software Development, Quality Requirements for Suppliers • QRS-117 - Complex Electronic Hardware, Quality Requirements for Suppliers • QRS-118 - Requirements for Laboratories and Manufacturers of Non-Airborne Equipment for LH Engineering • QRS-122 - Supplier Component Maintenance / Operating Manuals management • QRS-130 - Flow-down of LH Requirements to Sub-Tier Suppliers For the above mentioned subjects, the requirements contained in Kopter BS 10144444 and BS 10167421 apply.	YES**			**Deviation to be recorded and approved if technical matter requires activation of dedicated QRS-XXX module*	
3	**Applicable QRS-XXX Modules**					
	The following LH documents apply, with the specific adaptations and/or exclusions described in the next paragraphs: • QRS-01 - Main Document • QRS-101 - First Article Inspection • QRS-104 - Special Processes • QRS-108 – Quality Plan • QRS-110 - DO-PO arrangements	YES			*Must be complied with*	
3.1	**Definitions**					
	Ref. QRS-01 Main Document – Paragraph 6.2 (Definitions): • The definition of supplier category Manufacturer is synonymous with Build to Specification (or Build-to-spec or Make to Specification) supplier • The definition of supplier category Subcontractor is synonymous with Build to Print (or Make to Print) supplier	YES			*Must be understood and considered, especially for those suppliers involved in programs other than AW09*	
3.2	**QRS-01 - Main Document**					
	The QRS-01 Main Document applies entirely, with the specific adaptations and/or exclusions here described: • Paragraph 3 (Applicability): exclusions as identified in Paragraph 3 of the present document • Paragraphs 9 (Supplier Selection, Approval, Responsibility and Control) and • Paragraph 10 (Purchasing): applicable for Suppliers directly approved by Leonardo Helicopters • Paragraph 11 (Production and Service Provision): where "Leonardo Helicopters" (or LH) is mentioned, read "Kopter" • Paragraph 11.8 (REACh Regulation and environmental aspects): not applicable but REACh regulation shall be mandatorily applied and fulfilled • Paragraph 12 (Control of Records), 13 (Delivery Documentation), 14 (Control Plans for Deliveries): where "Leonardo Helicopters" (or "LH") is mentioned, read "Kopter" • Paragraph 19 (Annexes, Appendices and Forms): o QRS-01_Appendix 1 – Record Retention Table > To be considered as a Guideline o QRS-01_Appendix 2 – Additional Program Requirements > Applicable o QRS-01_Appendix 3 – Requirements for Articles to deliver to LH Customer Support and Service > Not Applicable o QRS-01_Appendix 4 – Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts > To be considered as a Guideline o QRS-01_F01 – Non Conformity Report (NCR) form > Not applicable. Kopter Quality Notification Form (10158716) is applicable. o QRS-01_F02 – REACh Declaration form > Not Applicable o QRS-01_F03 – Manufacturing Inspection Report form > Applicable where requested by Purchase Order o QRS-01_F04 – Log Card Form > Applicable o QRS-01_F05 – Request For Variation Approval form > Applicable	YES			*Must be complied with*	
3.3	**QRS-01 - First Article Inspection**					
	The QRS-101 applies entirely, with the specific adaptations and/or exclusions here described: • Where "Leonardo Helicopters" (or "LH") is mentioned, read "Kopter". • First Article Inspection is required for Type Certification purposes for CR, P and S parts, as per Purchase Order. • The FAI Report (FAIR) shall be submitted by the supplier to productquality@koptergroup.com and approved by Product Quality before the part delivery. • Kopter Manufacturing engineering shall be contacted at the following email address: Manufacturing.Engineering@koptergroup.com • The supplier is entitled to use either the LH FAIR template, or the one provided by Kopter or any other form compliant with the EN9102 requirements. • Kopter reserves the right to witness the First Article Inspection activities at the supplier facility. • Chapter 2 (Applicability): this procedure is applicable to all Leonardo Helicopters and Kopter suppliers				*Must be complied with*	
3.4	**QRS-104 - Special Processes**					
	The QRS-104 applies entirely for Leonardo specifications (AWPS) and standard requirements, with the specific adaptations and/or exclusions here described: • For Kopter specific special process requirements (i.e. Kopter special process specification, Special process not approved by Leonardo but approved by Kopter, etc), BS 10144444 applies.	YES			*Must be considered carefully and complied with*	
3.5	**QRS-108 - Quality Plan**					

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	The QRS-108 Main Document applies entirely, with the specific adaptations and/or exclusions here described: • Where "Leonardo Helicopters" (or "LH") is mentioned, read "Kopter". • Chapter 6: The supplier shall submit the Quality Plan to the Kopter focal point as indicated in the table below. The supplier will receive back the approved Quality Plan by Kopter. • Slight deviations to Kopter requirements can be agreed in a compliance matrix.	YES			**Deviations to be recorded and approved in the applicable compliance matrix*	
3.6	**QRS-110 - DO-PO Arrangements**					
	The QRS-110 Main Document applies entirely, with the specific adaptations and/or exclusions here described: • Where "Leonardo Helicopters" (or LH) is mentioned, read "Kopter", • Kopter template of Form 10045744 shall be used in lieu of Leonardo F01, • Kopter template of Form 11036568 shall be used in lieu of Leonardo F03.	YES			*Must be complied with*	

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DO Supplier Quality Requirements

Requirements spec.: DO supplier quality requirements - Document number 10167421 Version E - Released on 11.07.2019						
Section number	**Requirement description**	**Applicability**	**Compliance status (Supplier)**	**Compliance evidence (Supplier)**	**Comments**	**Kopter decision**
1	**Introduction**					
1.1	**Scope**					
	This document describes the supplier quality requirements.	Introductory part				
1.2	**Summary and purpose**					
	The present document 10167421 of Kopter Group AG describes the applicable requirements related to design services delivered to Kopter Group AG Design Organisation, based on EASA Part 21 requirements.					
1.3	**Applicability**					
	The requirements within this document regulate the essential aspects of the working relationship between Kopter Group AG and the design (DO)-supplier. It defines Kopter Group AG requirements, responsibilities and expectations that have been entrust to the DO-supplier for the delivering of design services. Therefore, the supplier shall review the requirements as stipulated below and apply all the applicable requirements of the requirements for the manufacturing, as production (PO)-supplier are dealt with in the Koptercontract. In case of any questions, Kopter Group AG supplier Quality Engineer SQE (sqe@koptergroup.com) shall be contacted for clarification and guidance. In case the DO-supplier also manufacture its design (DO component supplier), the Group AG document `PO Supplier Quality Requirements` [Ref. 1]. The DO-PO aspects within the DO component supplier shall always be dealt with by the Kopter Group AG DO-PO level, unless explicitly delegated to the DO component supplier. Where applicable, to be determined by Kopter DO, FAI shall be used by the DO-component supplier to validate or verify its design. The requirements shall be applied by the supplier and all its sub-tier suppliers. Exceptions: none.					
2	**Design Assurance System Requirements**					
2.1	**Organisation Approvals**					
	The supplier's Quality Management System (QMS) shall comply with ISO 9001 (or equivalent) with the applicable scope. In case the DO-supplier provides design data related to Part Class (PC) CR items and equipment or major assemblies (structural elements affecting safety-of-flight according to EASA definition), the supplier shall aim to have an approval complying with the following: - EASA Part 21 [Ref. 2] - FAA Part 21 [Ref. 3] or as alternative, at a minimum EN9100 [Ref. 4] To demonstrate compliance, the supplier shall submit a QMS accreditation or approval, issued by the applicable certification body or authorities, and encompassing the applicable design scope.					
2.2	**Onsite surveillance**					
	Kopter Group AG reserves the right to perform visits of the supplier facilities, assessment as well audits at the supplier sites including sub-tier suppliers, to validate the integrity of Kopter Group AG products and services. The supplier shall grant Kopter Group AG, Civil regulatory Authorities or Agency and/or customer representative's access to his facilities including to the relevant design data. In cooperation with the supplier, this right of access is extended to sub-tier suppliers. The surveillance does not relieve the supplier of contractual responsibilities					
3	**Responsibilities**					
	The DO Supplier shall maintain its quality management System as defined in chapter 2.1: - Remain in compliance with the requirements defined herein, including systematic self-review and audit; and - monitor and control all levels of design data and the data from its sub-tiers. The DO Supplier shall have total responsibility for any and all design data deliverables, and where applicable the deliverables throughout its sub-tiers, to comply with these Design Assurance System Requirements. DO Component Suppliers who provide components to Kopter Production Organisation shall also comply with Kopter production Organisation quality assurance requirements defined in Kopter Supplier Quality document `PO Supplier Quality Requirements` [Ref.1]. All data provided by Kopter to the DO Supplier shall be treated in a manner maintaining its legibility, and conforming to any applicable copyright, non-disclosure agreements or similar. Where appropriate non-disclosure agreements shall be established between Kopter and DO Supplier and its sub-tiers. Where any point of any requirement or process (including but not limited to Contract, Purchase Order, Technical Requirements or Design Assurance Requirements) is unclear or contradictory, the DO Supplier is responsible to highlight these to Kopter DO (DAS Monitor) for clarification.					
4	**Requirements**					
4.1	**Technical Requirements to DO Supplier**					
	DO Suppliers shall comply with all Kopter technical requirements, as defined in, but not limited to: - Technical Requirements Documents (TRD), and/or similar; or - Statements of Work (SOW) and/or similar or - Contract; or - Purchase Order. The above documents take precedence where stated requirements contradict the design assurance requirements defined herein for the specific defined purpose.					
4.2	**Design Assurance System Requirements to DO Supplier**					
	Additional to the organizational requirements of chapter 2, the following requirements, as given in the paragraphs below are applicable to DO Service - and DO Component Suppliers and their sub-tiers, unless specifically stated. To show compliance with those requirements, the DO Supplier shall agree with this document "DO supplier requirements", sign the "Supplier Quality Requirement Acceptance" form provided by Kopter (Ref. 5) and return it to the Kopter Supplier Quality Engineering (SQE)-team.					
4.2.1	**Engineering Organisation**					

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	The DO Supplier shall: a. Provide copies of organizational charts with respect to design and development processes. b. Provide the name(s) of design management staff and design key-personnel. In case applicable, submit: - EASA Form-4 qualifications; - CVE-nominations, including their technical disciplines. In case of changes thereto, the supplier shall inform Kopter DO. c. Permit Kopter and/or Aviation Authorities to make any investigation (inspections, audits) necessary to determine compliance with Kopter requirements and/or airworthiness requirements. Kopter reserves the right to visit the DO Supplier for the purpose of performing audits, reviews or hold discussions, including all sub-tiers. Such visits - will be notified in writing in advance and shall identify the attending representatives of Kopter and where applicable, relevant authorities and/or Kopter customers. - shall not change any obligations of the DO supplier to meet the requirements defined in individual contracts and/or purchase Orders. d. Provide a design quality management plan, which covers the applicable requirements of this document.					
4.2.2	**Design and Development Planning**					
	The DO Supplier shall demonstrate appropriate processes for planning and controlling of design and/or development, including determination of - Stages - Reviews, verification and validation appropriate to each stage - Responsibilities and authorisations/delegations - Configuration Management concept. The DO Supplier shall manage the interfaces between different groups involved in design and/or development with clear assignment of responsibilities to ensure effective communication. The DO Supplier shall submit a design and, where applicable and delegated, a compliance demonstration plan. This plan shall include design and development reviews (such as requirement reviews, PDR`s and CDR(s)).					
4.2.3	**Design Inputs**					
	The DO Supplier shall demonstrate the design inputs used as basis for its design deliverables, being amongst others, but not limited to: - Kopter design and certification specifications - applicable authority requirements - technical standards - information derived from previous similar designs - legal requirements - DFMEA					
4.2.4	**Design Deliverables to enable Production**					
	The DO Supplier shall demonstrate that design, development and compliance demonstration products (where applicable) are in a format that enables Kopter to verify them against the design inputs, and: - Meet the input requirements; - Provide appropriate information for purchasing, production and service provisions. - Contain or reference product acceptance criteria. - Specify the characteristics of the product that are essential for its safe 4.2.4.1 and proper use. - Specify key characteristics 4.2.4.2 in accordance with design or contract requirements. - allow the product to be identified, manufactured, inspected, used and maintained are in accordance with the Kopter requirements 4.2.4.3 - Specify critical special processes 4.2.4.4 - Configuration as Designed (Bill of Material).					
4.2.4.1	*Parts Classification and Traceability*					
	See Table 1 in the document for the parts classification and traceability					
4.2.4.2	*Key-Characteristics.*					
	A Key-Characteristic is any characteristic to enable safe functioning of the part. Examples are: dimension, physical properties, special processes, NDT. Demonstrated conformance to the key-characteristics shall be required for the production organisation to issue a `Statement of Conformity`. *Note: The higher classification of the part, the more key-characteristics shall be defined to demonstrate conformity.*					
4.2.4.3	*Traceability*					
	The DO Supplier shall demonstrate that it has implemented a system that provides traceability of its design, relevant to the parts criticality definition of paragraph 4.2.4.1					
4.2.4.4	*Critical Special Processes*					
	The DO Supplier shall demonstrate that all used critical special processes and its means of qualification have been defined in its design data. *Note:* *1. A Special Process is defined `critical` in case it may:* *- uncontrolled change the physical characteristics (such as welding); or* *- have impact at the safety or reliability of the design (such as `bonding`).* *2. NDT is per definition a critical process*					
4.2.5	**Design Deliverables to enable Maintenance and Repair**					
	The DO Supplier shall provide Instructions for Continued Airworthiness (ICA) as part of its design to enable the execution of maintenance and repair i.a.w. EN/AS 9120 or Part 145 [Ref. 9 and 10].					
4.2.6	**Design Deliverables for Operational Suitability Data (OSD)**					
	The DO Supplier shall provide, as applicable, operational suitability data, as part of its design i.a.w. Part 21 to enable the preparation of: - Training syllabi for Maintenance Training (Part 147) - Training syllabi for Cockpit Crew training (Part ARO-ATO) - Master Minimum Equipment List (MMEL) (CS-MMEL).					
4.2.7	**Design Reviews**					

	The DO Supplier shall organize and perform, as a minimum, the following design reviews before qualification/certification: - Requirements review (end of requirements stage), - PDR(s) – end of definition stage - CDR(s) – end of design and development stage The DO Supplier shall assure that all applicable disciplines are available during such reviews to adequately: - evaluate whether the requirements of the stage are met - identify problems and define necessary actions - authorize progression into the next stage - record the decisions as part of the design deliverable package The DO Supplier shall notify the design review dates to Kopter in a timely manner, enabling Kopter to participate.					
4.2.8	**Compliance Demonstration**					
	In case `compliance demonstration' is delegated, the DO Supplier shall - Execute the appropriate compliance demonstration activities as defined in the certification plan; and - Submit the compliance demonstration reports for verification by Kopter DO CVE(s). Compliance demonstration could be, but is not limited to: - Performing of analyses and calculations - Comparing the new design with a similar proven design - Executing tests and demonstrations - FAI (i.a.w. EN/AS 9102 [Ref. 8]) In case FAI is required to demonstrate the ability to produce against design data, the DO supplier shall: - Takes care that a FAI is executed by the PO i.a.w. the PO Supplier Quality Requirements [Ref.1] - Records the outcome of the FAI in a report as part of the compliance file - Provides feed back to Kopter DO about the results of the FAI - Provides root causes analysis in case of fail conditions and appropriate fix.					
4.2.9	**Preparation of Component Testing**					
	The DO Supplier shall perform, where explicitly delegated, qualification/certification tests. Before such tests will be executed, the supplier shall: - Indicate the purpose of the test (validation, qualification, certification); - Prepare and submit a test plan for approval to Kopter DO; - After receipt of the approval of the test plannote, notify and invite Kopter DO or the competent authority for test witnessing. Note: The test plan contains at a minimum the following information: - the components, assy`s, or equipment to be tested, clearly identified; - the resources to be used; - the test objectives and conditions; - the parameters to be recorded; - the relevant acceptance criteria; - the test procedures describing: o the method of Operation; o the performance of the test; o the recording of the results. The DO Supplier shall inform Kopter at least 3 weeks in advance of tests required by certification requirements in order that arrangements for appropriate CVE/Authority witnessing of the tests can be arranged.					
4.2.10	**Execution of Component Testing**					
	The DO Component Supplier shall execute, where explicitly delegated, qualification/certification tests. Before component tests will be executed, the DO-supplier shall take care that: - required test equipment and instrumentation has been calibrated i.a.w. ISO 17025 [Ref.12] - test operators are qualified to execute the test i.a.w. the approved test plan - test conditions are in conformity with the approved test plan; - test articles are in conformity with the applicable released design data (PO conformity statement); - appropriate CVE is present or a CVE-delegation is received for witnessing. After execution of component tests, the DO-supplier shall take care that a test report note - will be prepared, reviewed and signed; - submitted for verification by the appropriate (Kopter) CVE. Note: The test report contains at a minimum the following information: - the reference to the test plan; - the, to be tested, requirements; - the pass/fail criteria; - the identification and conformity statements of the test components; - a calibration- and conformity statement of the used test equipment and instrumentation; - the qualification of the test operators; - the test conditions; - the test results (measured values); - in case applicable, observed non-conformances; - in case applicable, proposed limitations; - in case of certification tests, the name(s) of the witnessing CVE`s					
4.2.11	**Format Design- and Compliance Demonstration documents and data**					

	The DO Suppliers shall, - Where explicitly contracted, demonstrate the use of: o The Kopter DO provided Forms and Templates including the requested means of identification. o The Kopter DO provided or requested Methods and Standards; o The Kopter DO requested paper or electronically format - Provide Kopter DO with all produced design- and compliance demonstration documents and data in the requested format. - Archive copies of the design- and compliance demonstration documents and data for 25 years in an all-time readable format and can be made available within 24 hours upon request of Kopter DO. - Guarantee Kopter DO or Authorities unrestricted access to the Kopter applicable design- and compliance demonstration data. Design and Compliance Demonstration documents and data could be, but are not limited to: - Design drawings and parts lists - Specifications - Listings of design drawings, parts lists and specifications necessary to define the configuration and the design features of the product - Engineering and certification reports (calculations, simulations, tests, etc.) - Test data - Engineering memorandums - Change documentation (Change Requests, Change Notices, etc.) - Technical publications for continued Airworthiness (AFM, AMM, SRM, CMM, SB, etc.) - Information on material, processes, type of manufacturing and assembly of the product, necessary to ensure the conformity of the product - Technical correspondence					
4.2.12	**Changes to Approved Design Data**					
	The DO Service Supplier shall demonstrate that it has implemented processes (and act to it) to ensure that requests for changes to Approved Design Data outside the scope of the current work package shall be formally requested in writing, whereby work on the changes to requirements are not initiated until approval is received from Kopter. No change affecting the part conformity to the applicable design data is allowed before Kopter approval. The DO Service Supplier shall, in case of changes, submit to Kopter DO a changed Bill of Material showing all affected design levels. In case of a change to critical items or critical special processes, the DO Supplier shall submit sufficient detailed information allowing the Kopter (nominated) CVE to verify. The deteailed change request shall be communicated to Kopter with the Supplier Design Change Request form (Ref. 15) The DO Component Supplier shall demonstrate that it has implemented processes (and act to it) to ensure that approval from Kopter is obtained for changes to Approved Design Data for components used on Kopter aircraft (including DO Supplier created data) prior to execute the change. Note: This excludes any changes covered by delegated approvals as defined in Section 5.1.					
4.2.13	**Second/Lower Tier DO Suppliers**					
	The DO Suppliers shall in case it uses a second/lower tier DO Supplier to perform contracted design or compliance demonstration activities: - Inform Kopter DO of the use of the second/lower tier DO Suppliers; and all relevant information supporting the selection and suitability of second/lower tier DO Supplier to Kopter; and - Assure and Demonstrate that the second/lower tier DO Supplier input and output fulfil Kopter DO requirements; - Assure and demonstrate that appropriate quality assurance monitoring of second/lower tier suppliers is established and that findings identified within such monitoring are corrected within a the timeframe as indicated in paragraph 4.2.14 below. - Assure and demonstrate that an agreement is made with the second/lower tier DO supplier that Kopter and/or Aviation Authorities are allowed to perform any Investigation (inspections, audits) necessary to determine compliance with Kopter requirements and/or airworthiness requirements.					
4.2.14	**Audit Findings made by Kopter and/or Aviation Authorities**					
	The DO Suppliers shall demonstrate that it has implemented processes (and act to it) to ensure that following an audit by Kopter and/or a relevant Authority, corrective actions are demonstrated to be completed within, for: - level 1 classified findings: a period of no more than 21 working days. - level 2 classified findings: a period of no more than 6 months. - level 3 classified findings:-a period of no more than 6 months (recommended). Note: The definition of the finding levels is as per EASA Part 21.A.258					
4.2.15	**Handling of Non-Conforming Parts**					
	The DO Component Suppliers shall demonstrate that it has implemented processes (and act to it) to comply with Kopter PO Quality Requirements [Ref.1], for reporting of `production non-conformances (NC)`, also called "Quality Notification" with respect to Aerospace Parts or Materials to be delivered to Kopter. Supplier. Supplier shall use the Kopter Form "Supplier Quality Notification" as report and request form [Ref.7].					
4.2.16	**Further Requirements**					
	The DO supplier shall submit a Supplier Design Change Request [Ref.15] to Kopter DO in case of problems, anomalies, obsolescence for which they require a disposition or change in the Design Data from Kopter DO. The DO Component Supplier shall demonstrate that it has implemented processes (and act to it) to comply with production requirements of `Kopter PO Quality Requirements`[Ref.1]. The DO Component Supplier shall inform Kopter DO about the outcome of all internal supplier DO-PO MRB activities affecting the Kopter designs and deliveries. The DO Supplier shall define the requirements for specific packaging to protect and transport its manufactured design. General Kopter requirements are described in `Kopter PO Quality Requirements [Ref.1].					
5	**DO Component Supplier Delegation**					

	Depending on experience, work/System monitoring results and existing Company certifications and/or approvals, Kopter may delegate various tasks or responsibilities to an approved DO Supplier. Delegations of tasks and responsibilities will be described and agreed using Kopter DO-DO arrangement [Ref.6].					
6	**Records keeping**					
	The supplier is responsible to keep records of the documentation as following: - Data considered essential for continuing airworthiness shall be kept throughout the operational life of the product, part or appliance.As for example but not limited to: o Technical data file that includes the type design drawings, specifications, reports on tests prescribed by this part, and the original type inspection report and amendments to that report, o The data, including amendments, required to be submitted with the original application for each production certificate o A record of any rebuilding and alteration performed by the manufacturer on products manufactured.					

PO supplier quality requirements

Requirements spec.: PO requirements - Document number 10144444 Version J - Issue date: 09.09.2021						
Section number	**Requirement description**	**Applicability (Kopter)**	**Compliance status (Supplier)**	**Compliance evidence (Supplier)**	**Comments**	**Kopter decision**
1	**Introduction**					
1.1	**Scope**					
	This document describes the supplier quality requirements.	Introductory part				
1.2	**Summary and purpose**					
	The general applicable quality requirements are called out in QRSK-01 (11028268). The present document describes the specific applicable requirements to AW 09suppliers related to the manufacturing of aircraft parts and equipment, based on EASA Part 21 requirements. For Build-to-specification ("Build-to-spec") suppliers, this document is applicable in combination with 10167421 "DO supplier requirements". These requirements regulate the essential aspects of the working relationship between Kopter Group AG and the supplier.					
1.3	**Applicability**					
	This document is applicable to all Kopter PO suppliers including their sub-tiers. The supplier shall sign the confirmation of reception and acceptance of Kopter supplier quality assurance requirements, through the dedicated form provided by Kopter (Supplier individual reference based on Kopter template 10170243). The supplier can agree with Kopter SQE on any applicable specificity to his scope of activity through a compliance matrix or a quality plan that will be referred in the quality assurance requirements acceptance form. Any questions or comments about this document shall be raised to Kopter supplier Quality Engineer at sqe@koptergroup.com . Exceptions: None.					
2	**Quality Management System Requirements**					
	The supplier's Quality Management System (QMS) shall comply with one or more of the following requirements, depending on the supplier's scope of deliverables: - ISO 9001 The following certification is preferred: - AS/EN9100 The supplier shall demonstrate compliance through a QMS, certified by a certification registration body. The supplier of items and equipments or major assemblies (structural elements affecting safety-of-flight according to EASA definition) that are classified Critical (CR) or Safety Class A (see chapter 3.3) shall have at least the following certification: - AS/EN9100 Following approvals are preferred for these suppliers: - EASA Part 21 - FAA Part 21 In case of the loss of a certification or approval, the supplier shall inform Kopter immediately.					
2.1	**Onsite surveillance**					
	Kopter Group AG reserves the right to perform visits of the supplier facilities, assessment as well audits at the supplier sites including sub-tier suppliers, to validate the integrity of Kopter Group AG products and services. The supplier shall grant Kopter Group AG, Civil regulatory Authorities or Agency and/or customer representative's access to his facilities. In cooperation with the supplier, this right of access is extended to sub-tier suppliers. The surveillance does not relieve the supplier of contractual responsibilities.					
3	**Production requirements**					
3.1	**Kopter Group AG Purchase Order**					
	The content of Kopter Group AG Purchase Order describes / includes technical, configurational, commercial and logistical details. Kopter Group AG purchase order includes documents of the data package and the list of the required delivery documents, called out in 11033967. The supplier shall ensure that all information contained in the purchase order and attachment is reviewed and understood. It is important in particular for the supplier to check the drawing modifications as well as any revisions of the referred documents to highlight and implement the changes. If in doubt Kopter Group AG purchasing shall be contacted for clarification. Delivery of ITAR related parts against Kopter`s purchase orders should be avoided. In case of no other option, the supplier shall inform Kopter of it's intend.					
3.2	**Design requirements for production**					
	The purchase order includes technical data that include, but are not limited to, drawings, BOM, material specification, special processes requirements, Electronic Data´s, Acceptance Test Procedure (ATP). The supplier has to demonstrate that Kopter design requirements are taken into account into the supplier's manufacturing data. Refer to the related section of the document 10144444 for: - Figure 1 "Kopter drawing informations" - Figure 2 "Drawing Part Type, Part number and drawing revision explanation" Kopter Part Numbering sytem has been revised in 2021. The Part Numbers, previously made of 7 digits, are now made of 12 mandatory characters ("A" to "L" in Table 1). 3 additional characters are possible for customization purposes ("M" to "O" in Table 1). In Table 1, the following abbreviations are used: "N" for "Number"; "L" for "Letter". The first character ("Product ID") is "9" for AW09 parts. The second character ("Responsible ID") is "S" for Kopter organization in charge of the Design. Example of a part number as per Table 1: 9S2816A01751. The supplier has to demonstrate that Kopter design requirements are taken into account into the supplier's manufacturing data.					
3.3	**Part Classification**					
	The part classification is mentioned on kopter drawing. The baselines for the safety classification are the severity classifications of the helicopter and systems failure conditions. The safety classification of the functional failures resulting from the identified failure modes drives the safety classification of the parts. The table 2 shows this relationship and definitions of the kopter safety classification and part classification.					
3.4	**Configuration Management**					
	The supplier shall demonstrate a configuration management process according to ISO 10007 (or equivalent) to manage the changes of all applicable documents / data's. The supplier shall demonstrate that the organization is able to identify the applied configuration, including (if applicable) but not limited to: - Kopter part number and revision - TDP references and revision - CAD / 2D drawing references and revision - CAD / 3D data/models references and revision - Electronical datas - Shop aid drawings - Work instruction reference and revision - Specifications reference ad revision - Manufacturing equipments and tools					
3.5	**Resources**					

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	The supplier shall demonstrate that all required resources (capability and capacity) are readily available to meet the purchase order requirements and forecasts. The resources shall include, but are not limited to: - Facilities - Tools and equipment - Manpower (knowledge, competence, authorization/approvals) - Material - Methods The supplier shall include sub-tier suppliers in the resource management. This includes managing obsolescence issues as described into the Supplier Framework Agreement (SFA).					
3.6	**Inspection and test**					
	The supplier shall demonstrate that its inspection and test processes provide accurate and reproducible, results according to design data. The supplier shall demonstrate that its inspection, measurement and test equipment are providing accurate and reproducible outcome. Test and inspection tools shall be calibrated and traceable according to ISO 17025 standard requirements (or equivalent). For part class CR (or safety class A) items, the supplier shall propose a calibration plan for Kopter approval. The supplier shall demonstrate that Kopter Group AG inspection and test equipments are timely maintained and calibrated (if applicable). The supplier shall demonstrate that dimensional inspection equipment have a maximum resolution of 10% of the dimension tolerance value (tolerance according to the drawing).					
3.7	**Maintenance of production and inspection means**					
	As required for all product specific tooling, the suppliers shall demonstrate that a preventive maintenance program is established. E.g. cleaning, inspection, repair, storage, small refurbishment. A listing of Kopter Group AG owned toolings shall be available and provided upon request. The supplier shall demonstrate the proper Kopter part number identification as well as the configuration management of the toolings and manufacturing equipments.					
3.8	**Manufacturing and inspection plan**					
	The supplier shall demonstrate an appropriate manufacturing and inspection plan, including all the external activities. Parts class CR (or Safety class A) manufacturing and inspection process shall be frozen as from the production of the first article. The manufacturing and inspection plan is composed of the following information: - Manufacturing and inspection process flow/sequence, - Special processes - Work instruction reference for each step, - External and subcontracted activities, - Machines, special equipment, tooling and fixtures used for production, - Test and inspection equipment, - Other equipment used for releasing the part. The supplier shall demonstrate his ability to manage and validate any production changes. For Part Class CR, P and S parts, the impact of planned changes in the manufacturing and inspection plan shall be submitted to Kopter for approval before implementation as described in chapter 7. A delta FAI shall be performed if required by Kopter.					
3.9	**Foreign object debris (FOD)**					
	The supplier shall demonstrate his ability to maintain a system enabling FOD prevention and detection according to aviation industry standard and applicable to the scope of products supplied. Delivered products shall be free of foreign debris (i.e., loose fasteners, wire clippings, metal shavings, loose solder, etc.) or left tooling. The supplier shall demonstrate to have a tool control procedure in place (FOD prevention) including a recall procedure related to calibrated tools.					
3.10	**Special processes**					
	This chapter only applies to non-Leonardo qualified special processes (i.e. Kopter special process specification). For Leonardo Helicopter qualified suppliers, see QRSK-01 requirements (11028268). A special process is a production process for which the results can only be verified by subsequent monitoring and, consequently, for which deficiencies only become apparent after the product is in service, e.g. welding, heat treatment, NDT, composite manufacturing, are special processes. Many other processes could fall under the special process definition, as defined above. The special processes including outsourced activities involved in Kopter products shall be listed and communicated by the supplier to Kopter Group AG for record. The supplier shall demonstrate the reliability of the special processes handling, in particular for the following arrangements as applicable: Personnel - Definition of the level of competence required for the personnel to validate the process - Initial and recurrent training and qualification requirements of personnel involved in the special process. - Maintenance of training and qualification records Equipment - Definition of tools and equipment required for the process, including calibration and maintenance requirements. - Tools and equipment validation and record of validation results. - Maintenance of the validation records.					
3.11	**First Article Inspection**					
	See QRSK-01 requirements (11028268).					
3.12	**Quality requirements for final release**					
	Aviation authorities requires that the item is conform to the released/approved design data. The supplier shall determine that parts are complete and conform to the released/approved design data and are in a condition for safe operation before issuing a statement of conformity or an EASA Form 1 / FAA 8130-3. Note: an example of a statement of conformity according to EASA Part 21 requirements is provided in Appendix 1 and can be used by Kopter suppliers.					
4	**Quality Notification – Non conformance**					
	For any deviation from the approved design data detected during any stage in the manufacturing process, the supplier shall demonstrate the existence and implementation of a process of non-conformance management. This shall include the decision making whether to scrap or rework the part or to address a request for decision to Kopter, as well as proactive root cause analysis and corrective to mitigate the deviation and recurrence on further items. The supplier shall demonstrate: a) that rework procedures are managed according to the approved design data and qualified and/or approved manufacturing processes; b) or that the affected part is identified/marked and segregated, if the rework to released / approved design data is not possible. In the case the supplier needs a Kopter decision on the non-conform item, the supplier uses Kopter Quality Notification form (10158716) to document the deviation and send it to Kopter Product Quality Team at productquality@koptergroup.com. The following rules shall be applied: - One QN per serial number (if serialized part). Several deviations possible. - Alternatively, one QN for several part numbers with several serial numbers if they are concerned by the same deviation(s). Note: Kopter will take only one decision per QN. In case of at least one rejected part, the whole QN will be rejected. In case of doubt, it is recommended to open one QN per part. Kopter Product Quality will review the request and answer either with a Concession (for "Use-as-is" or "Repair" disposition), a Design Query Disposition (for a disposition related to a change of Design Data) or with the rejection of the QN. E-Mail based request or release without Quality Notification form is not accepted and processed by Kopter. The supplier shall not send the item to Kopter before having received the formal decision from Kopter (e.g. Concession). For parts with a QN, when the supplier wants to send these to Kopter, the suppliers must request and					
5	**Supplier Quality Notification**					

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	Kopter Group AG raises a supplier Quality Notification (QN) if a non-conformity attributed to the supplier responsibility is detected on delivered items. This QN is forwarded to the supplier Quality for root cause analysis and corrective action implementation. Feedback is expected to be received within 10 Working Days to the originator. Supplier report shall use the 8D methodology. If the investigation takes more than 10 working days, the supplier shall demonstrate that he is able to communicate the status of the investigation, including an estimated closing date.					
6	**Supplier Design Change request**					
	If the supplier has a temporary or long-term issue or needs additional information related to design data (drawing, Kopter manufacturing process specifications, etc), the detailed description shall be forwarded to Kopter Product Quality (productquality@koptergroup.com) using the form " Supplier Design Change Request" (11003564). No change to the applicable design data shall be implemented on production parts before the agreement in writing of Kopter Design Organization, including the organization of the approval activities.					
7	**Supplier Production Change request**					
	Any changes to an approved procedure and any changes of the production process after a First Article inspection (as but not limited to a change in a production stage, an equipment, a plant location, a sub-tiers, a special process) shall be documented and communicated to Kopter Product Quality through the form "Supplier Production Change Request" (11003563) and sent to productquality@koptergroup.com. No change affecting the part conformity to the applicable design data is allowed to the supplier before Kopter approval. Approval disposition as, but not limited to, a qualification extension, delta FAI or a further audit, shall be discussed and agreed with Kopter Group AG.					
8	**Competence, Training and Awareness**					
	The supplier shall demonstrate that Kopter Group AG requirements are included into its own production documentation. Any questions or uncertainty shall be clarified with Kopter Group AG in order to avoid any misunderstanding for the item manufacturing and supply. The supplier shall demonstrate that the related involved employees are instructed and trained according to meet the requirements and procedures. The supplier shall demonstrate that prevention of human factors is taken into account within the organization.					
9	**Sub-tier supplier**					
9.1	**Scope of approval**					
	The supplier shall demonstrate the management of sub-tier suppliers (KPI such as approval, surveillance and performance measures) including Kopter Group AG requirements as defined in this document. Preservation and handling of Kopter Design Data shall be included.					
9.2	**Subcontracted special process**					
	This chapter only applies to non-Leonardo qualified special processes (i.e. Kopter special process specification). For Leonardo Helicopter qualified suppliers, see QRSK-01 requirements. The supplier shall demonstrate the outsourced special process management including qualification and/or audits reports. Additional evidences, witnessing, audits can be requested by Kopter Group AG.					
10	**Notification of Escapes (NoE) and recall process**					
	The supplier shall demonstrate a recall process in case of identification or awareness of a suspect product/service escaped from the supplier's facility and delivered to Kopter Group AG. The supplier shall be able to notify Kopter Group AG within 24 hours. The writing notification shall be addressed to Kopter Group AG SQE sqe@koptergroup.com, and Product Quality productquality@koptergroup.com with an official written letter. The notification shall contain the following information: (a) Supplier Name (b) Purchase Order number(s) (c) Affected part number(s) (d) Description of the escape, including attachment of test/inspection data (if applicable) (e) Quantity of parts and date of the delivery (f) Date of Manufacture (g) Traceability information (serial number, heat lot number, batch number, etc.) (h) Containment action The supplier shall demonstrate his ability to perform a full investigation of the escape and submit the report to Kopter Group AG no later than within 5 working days. The report shall include root cause, non-detection cause and corrective action submittal.					
11	**Traceability and marking**					
11.1	**Traceability**					
	The supplier shall demonstrate the traceability of the products that includes at least the following: - Identification of products according to the applicable approved design data documents or drawings (e.g. part number, modification, serial number if required and additional requirements as noted on Kopter Group AG purchase order). - Identification of articles shipped to Kopter Group AG against the purchase order. - Continuous record keeping, which allows uniform cross-referencing of manufacturing documentation and articles. - Traceability of all used lots of material, parts, inspection means and tooling.					
11.2	**Marking**					
	The supplier shall demonstrate the part marking process according to Kopter design data. There might be additional Kopter requirements in regards to the serial number system.					
12	**Preservation of the product**					
	For all parts, the supplier shall demonstrate his ability to deliver the item with an appropriate packaging to preserve the item from damage during transport and storage. The packaging shall take into account (but not only) the following criteria, if applicable: - Preservation of the surface finish from any deterioration or damages (handling, storage or corrosion…) - All the electrical, hydraulic and fuel connections shall be appropriate closed or protected (damage, FOD, environmental conditions…) - Moisture and temperature sensitive level: For moisture sensitive items, handling, storage and packaging shall provide sufficient protection against deterioration, e.g. corrosion, water soaking in composite, foam (cut surface). Data measurement for humidity and temperature must be applied when defined. - Electro-static Discharge (ESD) Sensitive parts: ESD sensitive parts, including replacement assemblies, shall be physically identified by label or permanent marking. The delivered items shall be packaged for ESD protection and appropriately marked. Individual packages and shipping containers shall be identified as containing ESD sensitive material. - Shelf life: Materials with a defined shelf life such as but not limited to adhesives, sealants, O-Rings, paints, avionics equipment, etc. shall have the shelf life expiration date identified either on the individual container and in the certificates. Kopter Group AG requires a minimum shelf life of 80% remaining when arriving at Goods In department. However, should there be no material available within 80% shelf life (ATA 300) Kopter Group AG purchasing shall be contacted using the quality notification form (see chapter 4) for shorter shelf life.					
13	**Suspected unapproved parts (SUP) and prevention of conflict materials**					

	The supplier shall demonstrate that only parts/articles in compliance with the approved design data are delivered to Kopter Group AG. The supplier's shall demonstrate that the supply chain and supplier's production process preserves the item traceability back to raw material and OEM, including approved special processes, testing/inspection to ensure their authenticity . To be provided one or more of the following: - The OEM's original Authorized Release Certificate or Inspection Certificate EN 10204 3.1 for the article; - Sufficient records providing unbroken supply chain traceability to the OEM; - Tests and inspection records demonstrating the article's conformity/authenticity. Counterfeit articles/SUP's delivered or furnished to Kopter Group AG are deemed as non-conform. If the supplier becomes aware or suspects that it has furnished counterfeit articles/SUP's to Kopter Group AG, the supplier shall promptly notify Kopter Group AG using NoE process at supplier's expense, such counterfeit articles/SUP's with articles in conformity with approved design data. The supplier shall be liable for costs related to the replacement of counterfeit articles/SUP's and any testing or validation necessary by the installation of approved articles after counterfeit articles/SUP's have been replaced. The remedies contained in this section are in addition to any remedies Kopter Group AG may have at law, equity, or under other provisions. The supplier bears responsibility for procuring articles in conformity with approved design data or items from its subcontractors and shall ensure that such subcontractors comply with these requirements.					
14	**Records keeping**					
	The supplier is responsible to keep records of the documentation as following: - Data which supports conformity of a product, part, or appliance shall be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate. As for example (but not limited to): o complete inspection records by serial number and data covering the processes and tests to which matereial and parts are subjected o Record of reported part non conformities in production. - Data considered essential for continuing airworthiness shall be kept throughout the operational life of the product, part or appliance. As for example but not limited to: o Technical data file that includes the type design drawings, specifications, reports on tests prescribed by this part, and the original type inspection report and amendments to that report, o The data, including amendments, required to be submitted with the original application for each production certificate o A record of any rebuilding and alteration performed by the manufacturer on products manufactured.					
15	**Business continuity / Disaster management**					
	Aviation industry is based on long-term business relation. The supplier shall demonstrate a business continuity and disaster analysis to avoid any kind of un-predicted issues, shortfall of deliveries and more. For any natural, political or any root causes, the supplier shall demonstrate that the risk is anticipated and treated with the adequate procedure / action to avoid any negative impact to Kopter Group AG business relation. Change of ownership or key persons shall be communicated to Kopter as soon as they are identified.					
16	**Disposal of sensitive and proprietary data**					
	The supplier shall demonstrate his ability of properly disposing documents of all kind (e.g. approved data and supplier manufacturing data) to preclude any accidental or intentional re-use by the supplier or by third parties. If the supplier is unable to guarantee permanent disposal of sensitive and proprietary data, Kopter Group AG procurement shall be contacted for further action.					
17	**Delivery documentation**					
	Delivery documentation shall be provided for each product/component as per the requirements stated on the Purchase order, Kopter Delivery documentation requirements (11033967). The minimum requirement is the statement of conformity. Note: an example of a statement of conformity according to EASA Part 21 requirements is provided in Appendix 1 and can be used by Kopter suppliers. The documents shall be provided in English. The supplier shall ensure that the documents, hardware and services delivered to Kopter Group AG correspond to each other. All the delivery paper documents shall be included with the parts inside the packaging. The paper documents shall not be stapled together. Only shipping documents shall be applied on the outside of the packaging for customs. Some particular documents as certificate of origin shall be provided to the forwarder on the proper way, if applicable.					
18	**Hazardous substances**					
	Kopter Group AG is requesting with each delivery of hazardous substance a safety data sheet supplied together with each delivered items / material.					

Requirements spec.: Customer requirements - Document number 12345678_v - Issue date:			
Section number	**Requirement description**	**Applicability (Kopter)**	**Compliance status (Supplier)**
1	**Section title xxx**		
	Requirement text xxx		
2	**Section title yyy**		
	Requirement text yyy		
2.1	**Sub-section title yyy.xx**		
	Requirement text zzz		

Report the section (or sub-section) number as it is in the specification document	Report the requirement title and text as they are in the specification document **Note**: multiple cells can be used when the text is too long for one cell, the other cells in the same line can be merged. See §2 of the PO and DO requirements tables	Select if a requirement is applicable to the specific supplier scope	**C**: compliant **PC**: partially compliant **NC**: not compliant Note: if "N/A" is selected in column C, the compliance statement is not required

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dd.mm.yyyy		
Compliance evidence (Supplier)	**Comments**	**Kopter decision**

Any formal documented evidence (i.e. Report, Certificate, Procedure, etc.) demonstrating compliance with Kopter requirements	If any explanation or comment is needed, please add it here	**Open**: compliance to be verified / deviation (PC or NC) being processed **Closed**: compliance verified / deviation (PC or NC) accepted **N/A**: requirement not applicable (if "No" is selected in column C)