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<u>TITLE:</u> LOG CARD PROCEDURE			NHI DMD PM PMO T/TA PS QA LH QA AH QA AHD QA FK QA Customers Purchasers Suppliers Doc focal points		
<u>Summary :</u> This procedure describes the management of Log Card for the Production and in Service phase of NH90 helicopters and/or other deliverable items to the Customer/Purchaser. This document contains also the Log Card template and detailed instructions to fill-in the Log Card. It applies to Partner Companies and suppliers of Items, including suppliers of GFE.					
EXPORT CONTROL: <input type="checkbox"/> ITAR <input type="checkbox"/> EAR <input type="checkbox"/> EU ML <input checked="" type="checkbox"/> N/A					
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Document Change Record

Issue	Issue date	Affected pages	CHANGE REASONS / ORIGINATORS CHANGE PROPOSAL / N°	Companies / Departments	Names
A	18/10/2000	ALL	FIRST ISSUE	NHI	GUIGNARD
B	11/04/2001	4 & 5	Introduction to NAHEMA comments Industry Improvements	NHI	GUIGNARD
C	20/09/2001	4, 5 & 8	Introduction to NAHEMA comments Industry Improvements	NHI	GUIGNARD
D	26/09/2002	4, 5, 7, 8, 9 & annex 2	Introduction to NAHEMA comments Industry Improvements	NHI	GUIGNARD
E	03/04/2003	4 to 6, 8 & 9	Issue never distributed	NHI	GUIGNARD
F	30/10/2003	All	Introduction to NAHEMA comments Industry Improvements	NHI	GUIGNARD
G	24/01/2006	All	Improvements further to NAHEMA comments	NHI	JEPPSON
H	16/01/2007	All	Improvements further to NAHEMA comments	NHI	JEPPSON
I	03/09/2007	8,12,17	Update of annexes 1&2&3	NHI	JEPPSON
J	07/11/2007	5, 6	Refinement	NHI	JEPPSON
K	23/04/2008	All	ATP-DDP inputs (11/2007); Handling of follow up sheet at procurable part; Mixibility constraints requirements for lubricants	NHI	JEPPSON
L	13/05/2009	See borders	QAT0903: add on of Log Card correction rules	NHI	JEPPSON
M	15/09/2009	See borders	Update on Log Card template to F004 (date format added on) + removal on "on condition" criteria for Log Card	NHI	JEPPSON
N	11/09/2013	See borders	Format of dates in para 4.2 DD/MM/YYYY IETP in para 3, front sheet names and logo, Introduction of NCAGE, Including instruction for filling in Log Card and "Service and support" inputs, new example in annex 4	NHI	MEVEL
O	20/05/2015	See borders	Improvements of §6 and 8; Addition of general rules in §9; Addition of definitions; Addition of annex 5	NHI	GREVENGOED
P	09/07/2015	See borders	Minor evolution (corrections): • annex 4 aligned with the rules of the procedure; • §9 – general remarks – deletion of R6; Single left borders are identifying changes from issue N to O. Double left borders are identifying correction introduced from issue O to P.	NHI	GREVENGOED
Q	01/02/2018	See borders	• Modification following QP TSS NH90 17 33 (clarification of ANNEX 4: EXAMPLE OF COMPLETED LOG CARD); • Harmonisation following QAT1711	NHI	LAUT

Issue	Issue date	Affected pages	CHANGE REASONS / ORIGINATORS CHANGE PROPOSAL / N°	Companies / Departments	Names
R	28/09/2021	All	<p>General review of the procedure, in particular:</p> <ul style="list-style-type: none"> • NAH/Nations comments dated 08/09/21 and 10/09/21 implemented; • Procedure layout updated; • § 2, clarified general rules for Date format and Hours/Minutes format; • § 3, updated list of applicable documents including PC - TNs; • § 4, implemented missing definitions; • § 5, inserted possibility of electronic signature/stamp; • §5, implemented instructions on how to handle missing/wrong info from Customer; • § 6.2.2, added further instructions when log card is full; • § 6.2.4, added a note for the "As it was aware of" statement on LC component without historical data; • § 6.2.5, introduced instructions for tracking the cancellation of concessions on LC; • §8, clarified usage of follow-up sheet for components without LC; • §9, reviewed instructions for filling in (merging of § 9 with ex-Annex 1); • Annex 1, LC data information suppressed; • Annex 2, LC format and colour clarified; • Annex 3, LC additional insert improved; • Annex 4, LC example improved. <p>- Log Card layout not changed –</p>	NHI	PORCU
S	21/07/2023	See border	<ul style="list-style-type: none"> • Updated: Pag. 1; §9.2 Form A - historical record for aeronautical equipment; page 1. 	NHI	L. DI MAMBRO

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1 PURPOSE

This procedure describes the management of Log Card for the Production and in Service phases of NH90 helicopters and/or other deliverable items to the Customer/Purchaser.

It applies to Partner Companies and suppliers of Items, including suppliers of Government Furnished Equipment (GFE), where a Log Card is requested according to the criteria established in Ref. [1].

2 EFFECTIVITY AND GENERAL RULES

Effectivity:

After release of each revision of this procedure the newly produced Log Card must comply to the requirements not later than 6 months after the release of the new issue.

As a principal, already released Log Card will not have to be updated unless required by SDR.

General rules:

The date format used on all forms is: Day / Month / Year (DD / MM / YYYY, numeric characters).

Date format “/” should be used, the separation characters “.” “-” “\” are tolerated.

The time format used on all forms is Hours : Minutes (HH:MM, where MM max 60 minutes).

Time format “:” should be used, the separation character “.” is tolerated.

3 APPLICABLE DOCUMENTS

Reference	Title
[1] MD S000N6407E01	Identifying “Items to be Followed” by Log Card
[2] TN S001A5543E01 (*)	List of AH/AHD Equipment and Parts with Log Card applicable to NH90
[3] TN S001F0501E01 (*)	List of FK Equipment and Parts with Log Card applicable to NH90
[4] TN N000G2569E01 (*)	List of LH Equipment and Parts with Log Card applicable to NH90
[5] QD S000N0805E01	Concession procedure
[6] DMC JA-A-00-00-00-11A-018A-A	Air Vehicle Maintenance Planning Information – Introduction
	(*) including the associated Amendment Sheets (AS)

4 DEFINITIONS/ ACRONYMS

Full list of acronyms definition is given in Annex 5.

CUSTOMER	Generic word for buyer, customer, purchaser, ... herein used for User/Customer to Industry.
INDUSTRY	International Industrial Organisation; a joint venture consisting of NHIndustries and Partner Companies.
PARTNER COMPANIES	Airbus Helicopters, Airbus Helicopters Deutschland, Leonardo Helicopters and Fokker Aerostructures as First Tier Subcontractors
NEW EQUIPMENT	Equipment which has not yet been released into operational service iaw EASA 21
K FACTOR	A Coefficient factor taking into account the fatigue induced on components impacted by operation of the helicopter in specific conditions. K Factor are defined in the AMP.

- REPAIR** *Definition for parts prior initial release into service:*
(ref. ISO 9000)
Action on a nonconforming product to make it acceptable for the intended use, as per process in Ref [5].
Note: replacement of a failed interchangeable part by a new one is not a repair.
- Definition for parts after initial release into service:*
(ref. EMAR 21 Subpart M § 21.A.431(b),(c))
Elimination of damage and/or restoration to an airworthy condition following initial release into service by the manufacturer of any product, part or appliance.
Note: elimination of damage by replacement of parts or appliances without the necessity for design activity shall be considered as a maintenance task.

UNITS OF MEASURE The Air vehicle Maintenance Planning contains time change items and their specified intervals. Each interval has a UOM. The full list of UOM is reported in Annex 5.

RECONDITIONING Storage and Conditioning Revalidation action based on appropriate SCS or documented works resulting in a conform part to approved design (rework).

5 INTRODUCTION

The main purpose of a Log Card following criteria of Ref [1], is to provide information on (not limited to):

- installation or removal details;
- record reconditioning, repairs and servicing;
- record the application of engineering changes, special technical and servicing instructions;
- record associated equipment components exchanges;
- record components with limitations (if any);
- record relevant historical data.

The reasons why, where and how “Items to be followed” with a Log Card are identified in Ref. [1].

The Log Card will be created by the supplier / PC (SMRC) and maintained by IND, accompanying the related part/item as an element of its delivery documentation.

All items with Log Card, iaw Ref. [1], must be serialized.

Operation(s) recorded on the Log Card shall be attested by authorized staff (stamps or electronic form of signature including stamp reference).

In accordance with processes for IETP verification, the SDRC ensures that items subject to monitoring (with respect to Ref. [1]) are included in IETP.

When an item is returned by end-user to Industry it shall be accompanied by the corresponding updated and attested Log Card or follow up sheet in accordance with this procedure.

For missing or wrong information Customer will be asked to provide in English a PDF log card duly filled and signed (manually or electronic form of signature including stamp reference) or stamped by authorized staff with required information.

Authorized staff are persons, that have the authorization or get the rights from the customer to access to their own maintenance IT system.

Note: When the pdf Log Card provided by the Customer or information obtained directly from the Customer IT system still contains missing data or authorizations, but the information is sufficient to perform the maintenance task, the provided pdf Log Card can be used by the responsible Maintenance Organization, as received. The pdf Log Card will be updated with the relevant data from the performed maintenance tasks and returned to the Customer attached to the hardware.

6 LOG CARD

6.1 Format

A common paper format shall be used (Format reference: F004 model in annex 2).

Note: The use of a commonly agreed electronic format need to be agreed upon before it can be used; this will be introduced in the future.

6.2 Control of Log Card

Data instructions are given in following § 9.

In case of change of reference of the Part Number, the previous reference shall be strikethrough with a single line ensuring that it remains readable and including authorized stamp as per § 6.2.5.

The new reference shall be written as close as possible to the old one:

e.g. ~~S533F1102101~~
S533F1102103

The Technical Document and its reference leading to P/N Change shall be registered in page 3 (B-HISTORICAL RECORD – REPAIRS, INSPECTIONS, CUSTOMER / PURCHASER MODIFICATIONS) (see in §9) and archived.

Any authorized staff is allowed to modify / duplicate/ add content of Log Card. All previously attested entries have to be re-attested by duplicator.

6.2.1 Data transfer of manually records into a printed Log Card

When the data (including flight hours!) is transferred by Industry or suppliers from the original Log Card into the printed Log Card, this must be attested by authorized staff (stamp). The authorized staff attestation is on the correctness of the record transfer only.

The original Log Card needs to be archived by the responsible entity performing the transfer.

Note: do not use the “DUPLICATE” when performing an industrial transfer onto a printed Log Card.

6.2.2 Log Card full

Once a page of Log Card is complete, the same page shall be printed at both sides of an A4 format and attached to the Log Card. The page numbering of the additional insert/s shall follow the Annex 3 instructions (and attested by authorized staff stamp).

For a fully completed page of the Log Card, to prevent reporting of data in any non-chronological order and to prevent the re-usage of empty cells for data entry, any remaining empty lines shall be strikethrough.

6.2.3 Log Card in bad condition (still readable)

Whenever a Log Card is in such a condition that it shall not be included as such in the documentation, a new Log Card has to be reissued following the rules of § 6.2.1.

6.2.4 Log Card missing or in very bad condition (unreadable)

When the original Log Card is lost, or in such a condition that it is no longer readable, a duplicate could be made depending on the availability of historical data, including data needed for follow up in operation/maintenance.

Available data are transferred by Industry or suppliers into the new Log Card i.a.w. rules of § 6.2.1. The Log Card shall be marked above the header of the table A-Historical Record for Aeronautical Equipment:

“LOG CARD DUPLICATE BY XXX (Name of PC or end user) ON date XXX (refer to §9 for date format) - ORIGINAL LOG CARD MISSING”, “THE INFORMATION IS VALIDATED BY XXX AS IT WAS AWARE OF”.

Note: the statement “AS IT WAS AWARE OF” shall include on the Log Card all the information provided by any other entity (Supplier, PC’s FAL, Customer) or extracted from data sources (e.g. SAP pdf Log Card).

This duplicate has to be attested by authorized staff (stamp).

6.2.5 Log Card correction

Any correction on a Log Card shall be properly attested by authorized staff (stamp).

In case of cancellation of a Concession, its reference number shall be strikethrough with a single line ensuring that it remains readable, and attested by authorized staff.

After HC delivery

A formal instruction by means of a Service Bulletin or likewise document shall be given to customer via customer support.

7 MANAGEMENT OF LOG CARD FOR GFE

The Log Card shall be provided by the vendor or the end user together with the equipment.

The responsibility of Industry is to fill the NHI Log Card according to this procedure based on the available data.

GFE could be mentioned in the header of Log Card page 1 in the same manner as applicable for “DUPLICATE” – text.

8 MONITORING OF COMPONENTS WITHOUT INDIVIDUAL LOG CARD

When a monitored component without Log Card (included in an assembly with Log Card), is separated from its supporting assembly, a follow up sheet must be raised.

When a part / component is delivered as a spare part and indicated to be monitored according Ref. [1] on the Next Higher Assembly Log Card, the part/component must be accompanied by a Log Card or follow up sheet.

The follow up sheet:

- is based on the current Log Card template whereas on the front page “LOG CARD” is replaced (or crossed out) by “FOLLOW UP SHEET”;
- is used to record the history of the component listed on Form A (page 2) “Record of associated equipment” during the period when it is separated from its supporting assembly;
- is recommended to be destroyed once the item has been re-installed on a supporting assembly and the relevant information has been transferred to the supporting assembly monitoring documentation (e.g. Log Card at assembly level).

9 INSTRUCTIONS FOR FILLING IN A LOG CARD

This chapter contains the detailed instructions to fill-in the Log Card with the relevant data and information.

General remarks:

- R1: All entries shall be made in English.
- R2: Dates will be recorded with DD/MM/YYYY using numeric characters only (refer to §2).
- R3: The applicable Units of Measure (UOM), the counter start (e.g. T0) and counting value (e.g. TSM, TSI, ...) for maintenance intervention is given by IETP.
- R4: When a maintenance activity is performed due to TBO limits, the following entry shall be used: "[part number] inspected, New T0 for TBO = DD/MM/YYYY or/and XXXX UNIT" in B - "HISTORICAL RECORDS".
- R5: When a product is scrapped or becomes unserviceable, an entry in B – "HISTORICAL RECORDS" shall be made and the Log Card shall be crossed-off in red.
Parts scrapping is only allowed when agreed by the entity that owns the part.
- R6: Values traced in the Log Card at item installation and removal (operating hours, cycles, etc.) shall be recorded after application of applicable K factor as required by IETP (if any).
- R7: Reconditioning actions tasked to a Maintenance Organization on parts followed by Log Card shall be recorded by an entry in the historic records.
Reconditioning actions within Production Organization shall follow PC's internal procedures.
- R8: For customer owned parts, in case the Log Card/Follow up Sheet is of an elder NH90 Format, this is no reason for data transfer to a new Log Card.
- R9: On an industry LC (part was not yet customer delivered) the use of the word "Repair", is only allowed in the context of a Concession, concession shall be mentioned on page 1.

9.1 Identification of the tracked item (common for Form A, B and C)

The blocks 1 through 5 are the common part to all three forms A, B and C.

Block	Term	Definition	Completed by
1/	DESIGNATION	The name of the item that is being tracked on this form.	Supplier or PC
	PART NUMBER	The NH90 part number (P/N) of the item.	
2/	MANUFACTURER NAME	The complete name of the Original Equipment Manufacturer (OEM).	Supplier or PC
	MANUFACTURER NATO CODE	The NATO Commercial and Governmental Entity (NCAGE) code of the equipment manufacturer.	
	MANUFACTURER PART NUMBER	The P/N assigned to the item by the manufacturer.	
3/	SERIAL NUMBER	The serial number of the Item (identical as marked on the part).	Supplier or PC
4/	CUSTOMER / PURCHASER NUMBER	The Customer/Purchaser Number (to be completed by the Customer/Purchaser unless specific agreement, for eventual military identification purpose (e.g.: by Industry when codified NATO Stock Number for NAHEMA contract).	Customer / Purchaser
5/	ACCEPTANCE DATE	<p>The date when the item was originally released by the manufacturer (DD/MM/YYYY).</p> <p>Note: the acceptance date is not to be confused with the manufacturing date (see page 2, Block 15, Column D for Manufacturing Date recording).</p>	Supplier or PC

9.2 Form A - HISTORICAL RECORD FOR AERONAUTICAL EQUIPMENT

The Form A consists of two pages.

Page 1 of the form A shows all operating/service times, installations/removals and general relevant information about a particular item. The table below gives the definitions of the individual blocks.

Block	Term	Definition	Completed by
6/	MAIN CONTRACT REFERENCE	The purchase/order contract number.	Customer / Purchaser
7/	WARRANTY	NO DATA TO BE INSERTED BY SUPPLIERS UNLESS EXPLICITLY INSTRUCTED. These fields are dedicated to provide the End User warranty reference information in below cases:	
		EQUIPMENT <ul style="list-style-type: none"> For new equipment (delivery within H/C or as spare): no additional entry, "NEW" is preprint. For overhauled or repaired equipment: write "OVERHAUL" or "REPAIR" at the next line. 	Supplier or PC
		DATE OF DELIVERY (DD/MM/YYYY): <ul style="list-style-type: none"> For new equipment (delivered with H/C): no entry, warranty is H/C warranty. For spare equipment (not delivered with the H/C): if filled it has to be the same as the Delivery Note date or the Date of Provision for Transport, the text <i>REFER TO COC/DAIN</i> can be entered instead of duplicating the information. For overhauled/repaired equipment: no entry, warranty provision according to the contract. 	Supplier or PC
		WARRANTED STORAGE PERIOD Storage time in months under warranty (only for spare parts).	Customer / End User
		SERVICE DATE Date the H/C or item entered service with the end-user (DD/MM/YYYY).	Customer / End User
		WARRANTED OPERATION PERIOD The amount of time under warranty. NOTE: leave as is for GFE, duly filled in or not.	Customer / End User
8/	LOG CARD ORIGINALLY RELEASED BY	Identification and attestation of authorized staff which issues / duplicates the Log Card attesting the original LC, transferred LC, duplicate or follow-up sheet information, verifying the information in blocks # 1, 2, 3 and 5. Attestation by name plus signature and/or stamping. Supplier's department name could be added optionally. For PC's: PC name or PC's name abbreviation and stamp.	Supplier or PC

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Block	Term	Definition	Completed by
9/	RECORD OF TRANSFERS	<p>This block serves to indicate any change of operator/user or when assemblies are installed/removed. The change of operator for assemblies must only be entered in this block if they have been removed from the higher-level aircraft, and are shipped separately. When required by IETP, both operating hours and operating cycles will be traced. When several monitoring criteria apply, each monitoring criteria and its status is recorded in a separate line and the A/C hours are to be repeated. Each line is attested. Other methods which provide similar transparency are tolerated.</p> <hr/> <p>ORGANIZATION AND LOCATION The name and location of the company/organization which is performing the installation or the removal of the item.</p> <hr/> <p>OVERHAUL (Hours or other Units): This time is the operating time of the equipment since last overhaul. Note: up to the first overhaul, this time is identical with the total operating time in column "TOTAL HOURS". When overhauled add new T0 for TBO (see R4).</p> <hr/> <p>TOTAL (Hours or other Units): Enter the overall operating time of the assembly, continuing to count from the beginning.</p>	Supplier or PC Operator or Repair Station
10/	INSTALLATION AND REMOVAL	<p>AIRCRAFT DATA:</p> <ul style="list-style-type: none"> A/C VERSION The H/C product baseline on which the assembly is installed. SERIAL NUMBER The manufacturer serial number of the H/C on which the assembly is installed. <hr/> <p>INSTALLED A/C HOURS: The total operating time (TT) of the H/C when the assembly is installed.</p> <hr/> <p>REMOVED A/C HOURS: The total operating time (TT) of the H/C when the assembly is removed.</p>	Supplier or PC Operator or Repair Station
11/	ATTESTATION	<p>INSPECTED: To attest the proper installation or removal, respectively, by authorised persons with their stamp.</p> <hr/> <p>DATE: The date on which the installation or removal was performed (DD/MM/YYYY).</p>	Supplier or PC Operator or Repair Station
12/	RECORDABLE CONCESSION	The list of all "Recordable" concessions linked to the item (identification number and issue).	Supplier or PC
13/	OPERATION LIMIT	Time/Units when overhaul must be done since the Date of First Installation (First Install = DD/MM/YYYY).	End-User *
14/	LIFE LIMIT	Time/Units when the assembly must be removed to Service Life Limit (SLM) from Manufacturing Date (MD = DD/MM/YYYY).	End-User *

(*) : In accordance with National Rules.

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Page 2 of the form A shows all operating/service times, installations/removals and general relevant information about the associated equipment (all lower level items) of the item on Page 1.

Note 1: Other significant data should be entered on the equipment Log Card Form C.

Note 2: Strikethrough items that are no longer followed on associated equipment section, in accordance with the associated TN / AS / SB
Addition of items that are new to be followed on associated equipment section, in accordance with the associated TN / AS / SB

Block	Term	Definition	Completed by
15/	RECORD OF ASSOCIATED EQUIPMENT	A/ ITEM DATA	Supplier or PC Operator or Repair Station
		<ul style="list-style-type: none"> - ITEM DESIGNATION & PART NUMBER Noun or nomenclature and NH90 P/N of the associated equipment (sub-item); - SERIAL NUMBER Serial number of the sub-item installed. <u>One line per S/N.</u> 	
		B/ INSTALLATION	
		<ul style="list-style-type: none"> - ASSY OPERATING TIME OR UNITS The hours and/or units of the equipment (or assembly) at the component installation time. - ITEM LIFE <ul style="list-style-type: none"> o TIME OR UNITS SINCE 0/HOURS The total operating time and/or units of the component at the installation time on the equipment (or assembly); o TIME OR UNITS SINCE OVERHAUL The total operating time and/or units of the component since overhaul. - INSPECTION STAMP/DATE Verification of installation by authorised persons with their stamp. Date of verification of installation (DD/MM/YYYY). 	
		C/ REMOVAL	
		<ul style="list-style-type: none"> - ASSY OPERATING TIME OR UNITS The hours and/or units of the equipment (or assembly) at the component removal time. - ITEM LIFE <ul style="list-style-type: none"> o TIME OR UNITS SINCE 0/HOURS The total operating time and/or units of the component at the removal time on the equipment (or assembly). o TIME OR UNITS SINCE OVERHAUL The total operating time and/or units of the component since overhaul at the removal time. - INSPECTION STAMP/DATE Verification of removal by authorised persons with their stamp. Date of verification of removal (DD/MM/YYYY). 	
		D/ SIGNIFICANT DATA, STAMP & DATE	
		<p>This block is used for:</p> <ul style="list-style-type: none"> - Marking of GFE with proper identification (if any); - All the important data of the item; - At installation, previous helicopter version (if different); - List of remaining recordable concessions (only when box 12 on Form A is full); - Manufacturing date, when applicable (DD/MM/YYYY); - Lubricants/consumable data (including manufacturer) when mixability constraint/specific climatic usage condition are mentioned in Technical Publication; - TSI, if TSI is linked to the installation of the item on an equipment (e.g. battery for IRS, Clock, Exit lights,...), date to be mentioned is not the date of the installation on the H/C but the first installation date of the item. - Mention the reference of the associated instruction (TN / AS / SB ...) when part numbers are added or removed from the requirement to be followed with a Log Card (ref. Note 3 above). 	

9.3 Form B - HISTORICAL RECORD - REPAIRS, INSPECTIONS, CUSTOMER/PURCHASER MODIFICATIONS

Page 3

The form B gives an overview of all significant historical data about the assembly/part. It lists all maintenance operations, repairs, failures and incidents. Entries must be separated by a horizontal line. The table below gives the definitions of the individual blocks

Block	Term	Definition	Completed by
Column A	DATE	Date on which the activity has been performed on the part or assembly.	Supplier or PC Operator or Repair Station
Column B	ASSY OPERATING TIME OR UNITS	The operating time of the equipment (or assembly) when the activity has been performed.	Supplier or PC Operator or Repair Station
Column C	REMARKS	Here the manufacturer/operator/user/repair office must enter all significant historical data, such as: <ul style="list-style-type: none"> unit inspection, re-testing; implementation of overhauls, repair work, inspections (including periodic and special inspections); installation and removal of test equipment, actions taken resulting from incidents, loading of loadable software: Gives the Identification (Reference (CI) + Version + release). 	Supplier or PC Operator or Repair Station
Column D	ORGANIZATION	Name of the organization that has performed the activity.	Supplier or PC Operator or Repair Station
Column E	INSPECTED	Attestation of the information entered to column C, by stamp.	Supplier or PC Operator or Repair Station

General

The aim of this section is to record chronologically the list of events such as:

- Overhaul, other customer / end user operations;
- Others unplanned maintenance operations related to failure, incidents, repairs, occurred on the item/part after first delivery to the customer/end user;
- Retrofit activities if any;
- Software loading;
- Components/parts replaced.

The entries concerning Section B will be filed by the entity maintaining/operating the item/part (Industry or customer/end user).

When an overhaul is carried out, if appropriate combine the Form "A"-HISTORICAL RECORD FOR AERONAUTICAL EQUIPMENT forms and list the changes carried out in numerical order.

At Ready For Acceptance then at delivery, the last status of information for maintenance operations of equipment shall be recorded without all previous historical details. Traceability of the historical shall be kept by Industry, in case of customer request, IND will provide the necessary historical data.

Unless differently agreed with the Customer/end user, from RFA to delivery, all maintenance operations will be recorded in appropriate Log Card section.

When required by IETP, both operating hours and operating cycles will be traced.

When IETP requires TSM Maintenance for equipment, the manufacturing date of that equipment shall be recorded in this section in column C "Remarks".

9.4 Form C - HISTORICAL RECORD - TECHNICAL INSTRUCTIONS – DIRECTIVES - SB - AD - MODIFICATIONS

Page 4

The form C is a record of the accomplishment of or compliance with technical instructions, directives (if not recorded on the log card when delivered to customers), Service Bulletins, Airworthiness Directives of modification and change on the equipment or assembly.

Block	Term	Definition	Completed by
Column A	DATE	The date of issue of the respective technical instruction.	Supplier or PC Operator or Repair Station
Column B	NUMBER	The reference number of the related instruction. Add number of the revision.	Supplier or PC Operator or Repair Station
Column C	TITLE	The title of the related instruction.	Supplier or PC Operator or Repair Station
Column D	IMPLEMENTATION DATE	The date on which the related instruction has been performed.	Supplier or PC Operator or Repair Station
Column E	MAINTENANCE OFFICER	Name of the responsible maintenance or production control representative.	Supplier or PC Operator or Repair Station
Column F	INSPECTOR	Name and/or stamp of the person verifying the compliance with the related instruction.	Supplier or PC Operator or Repair Station
Column G	ORGANIZATION	Name of the organization that has performed the instruction.	Supplier or PC Operator or Repair Station

General

Record the modification only after full implementation.

It is suggested to separate the hand written entry of each individual instruction by a horizontal line over all columns A-G from the next entry, in order to ensure greater clarity and readability of the document.



LEONARDO HELICOPTERS

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AIRBUS HELICOPTERS

AIRBUS HELICOPTERS DEUTSCHLAND

FOKKER

ANNEX 1 – SUPPRESSED

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ANNEX 2 – FORMAT

Log Card format

Use a paper form that is compliant to the following:

- Format: A4
- Weight: minimum of 140g/m²
- Colour: Pantone 573
C: 16% M:0% Y:8% K:11%
R:188 G: 226 B: 206
RGB: #bce2ce



(example)

- Supplier: ANTALIS
- Style: IMAGE COLORACTION
- Colour: Lagoon/Blue

The format as defined in previous issues of this document can be used while stocks last.

EQUIPMENT LOG CARD										
A-HISTORICAL RECORD FOR AERONAUTICAL EQUIPMENT										Page 1 of pages
1/ DESIGNATION: PART NUMBER:		2/ MANUFACTURER NAME: MANUFACTURER NATO CODE: MANUFACTURER PART NUMBER:			3/ SERIAL NUMBER:		4/ CUSTOMER/ PURCHASER NUMBER:		5/ ACCEPTANCE DATE: (DD/MM/YYYY)	
6/ MAIN CONTRACT REFERENCE:		7/ WARRANTY								
		EQUIPMENT		DELIVERY DATE (DD/MM/YYYY)		WARRANTED STORAGE PERIOD		SERVICE DATE (DD/MM/YYYY)		WARRANTED OPERATION PERIOD
8/ LOG CARD ORIGINALLY RELEASED BY:		New								
9/ RECORD OF TRANSFERS					10/ INSTALLATION AND REMOVAL				11/ ATTESTATION	
ORGANISATION AND LOCATION	OVERHAUL		TOTAL		AIRCRAFT DATA		INSTALLED A/C HOURS	REMOVED A/C HOURS	INSPECTED	DATE (DD/MM/YYYY)
	HOURS	UNIT	HOURS	UNIT	A/C VERSION	SERIAL NUMBER				
12/ RECORDABLE CONCESSIONS:										
13/ OPERATION LIMIT:						14/ LIFE LIMIT:				

Format Reference F004

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15/ RECORD OF ASSOCIATED EQUIPMENT										Page 2 of pages
A/ ITEM DATA		B/ INSTALLATION				C/ REMOVAL				D/ SIGNIFICANT DATA STAMP DATE (DD/MM/YYYY)
ITEM DESIGNATION & PART NUMBER	SERIAL NUMBER	ASSY OPERATING TIME OR UNITS	ITEM LIFE		INSPECTION STAMP DATE (DD/MM/YYYY)	ASSY OPERATING TIME OR UNITS	ITEM LIFE		INSPECTION STAMP DATE (DD/MM/YYYY)	
			TIME OR UNITS SINCE 0/HOURS	TIME OR UNITS SINCE OVERHAUL			TIME OR UNITS SINCE 0/HOURS	TIME OR UNITS SINCE OVERHAUL		

Format Reference F004

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Format Reference F004

ANNEX 3 – ADDITIONAL INSERT

**Additional insert (format A4 same page printed at both sides)
- if required -**

INSTRUCTIONS FOR THE USAGE OF ADDITIONAL INSERT/S:

- 1) Select the page that needs be printed for new extra entries
(example i. *Page 2 of LC needed → following “Appendix Pag 2- ____” sheet to be printed*)
(example ii. *Page 4 of LC needed → following “Appendix Pag 4- ____” sheet to be printed*)
- 2) Print the same page at both sides of the A4 paper format
- 3) Name the first side of the additional page starting with the letter “A”
(example i. *Appendix Pag 2- A*)
(example ii. *Appendix Pag 4- A*)
- 4) Name the second side of the additional insert with the letter “B”
(example i. *Appendix Pag 2- B*)
(example ii. *Appendix Pag 4- B*)
- 5) Further inserts of the same page shall then follow the criteria above
(example i. *recto Appendix Page 2-**C** and verso Appendix Page 2-**D**, etc.*)
(example ii. *recto Appendix Page 4-**C** and verso Appendix Page 4-**D**, etc.*)
- 6) To attest the additional insert by authorized staff stamp

NOTE: on “Page 2” (i.e. Record of associated equipment) to record also the P/N and S/N of the related Log Card to which the additional page refers

EQUIPMENT LOG CARD

A-HISTORICAL RECORD FOR AERONAUTICAL EQUIPMENT

Appendix Page 1- ____

1/ DESIGNATION: PART NUMBER:	2/ MANUFACTURER NAME: MANUFACTURER NATO CODE: MANUFACTURER PART NUMBER:	3/ SERIAL NUMBER:	4/ CUSTOMER/ PURCHASER NUMBER:	5/ ACCEPTANCE DATE: (DD/MM/YYYY)						
6/ MAIN CONTRACT REFERENCE:	7/ WARRANTY									
	EQUIPMENT	DELIVERY DATE (DD/MM/YYYY)	WARRANTED STORAGE PERIOD	SERVICE DATE (DD/MM/YYYY)	WARRANTED OPERATION PERIOD					
8/ LOG CARD ORIGINALLY RELEASED BY:	New									
9/ RECORD OF TRANSFERS			10/ INSTALLATION AND REMOVAL		11/ ATTESTATION					
ORGANISATION AND LOCATION	OVERHAUL		TOTAL		AIRCRAFT DATA		INSTALLED A/C HOURS	REMOVED A/C HOURS	INSPECTED	DATE (DD/MM/YYYY)
	HOURS	UNIT	HOURS	UNIT	A/C VERSION	SERIAL NUMBER				
12/ RECORDABLE CONCESSIONS:										
13/ OPERATION LIMIT:						14/ LIFE LIMIT:				

Format Reference F004

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15/ RECORD OF ASSOCIATED EQUIPMENT										Appendix Page 2- ____
A/ ITEM DATA		B/ INSTALLATION				C/ REMOVAL				D/ SIGNIFICANT DATA STAMP DATE (DD/MM/YYYY)
ITEM DESIGNATION & PART NUMBER	SERIAL NUMBER	ASSY OPERATING TIME OR UNITS	ITEM LIFE		INSPECTION STAMP DATE (DD/MM/YYYY)	ASSY OPERATING TIME OR UNITS	ITEM LIFE		INSPECTION STAMP DATE (DD/MM/YYYY)	
			TIME OR UNITS SINCE 0/HOURS	TIME OR UNITS SINCE OVERHAUL			TIME OR UNITS SINCE 0/HOURS	TIME OR UNITS SINCE OVERHAUL		

Format Reference F004

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Format Reference F004

C-HISTORICAL RECORD - TECHNICAL INSTRUCTIONS-DIRECTIVES - SERVICE BULLETINS - AIRWORTHINESS DIRECTIVES - MODIFICATIONS					Appendix Page 4- ____	
1/ DESIGNATION: PART NUMBER:		2/ MANUFACTURER NAME: MANUFACTURER NATO CODE: MANUFACTURER PART NUMBER:		3/ SERIAL NUMBER:	4/ CUSTOMER/ PURCHASER NUMBER:	5/ ACCEPTANCE DATE: (DD/MM/YYYY)
TECHNICAL INSTRUCTION COMPLIANCE						
A/ DATE (DD/MM/YYYY)	B/ NUMBER	C/ TITLE	D/ IMPLEMENTATION DATE (DD/MM/YYYY)	E/ MAINTENANCE OFFICER	F/ INSPECTOR	G/ ORGANISATION

Format Reference F004

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ANNEX 4 – EXAMPLE OF COMPLETED LOG CARD

In case of Follow up sheet, the title "LOG CARD" is replaced (or crossed out) by the wording "FOLLOW UP SHEET".

EQUIPMENT LOG CARD

Gives the date when the item was originally released by the manufacturer.

A-HISTORICAL RECORD FOR AERONAUTICAL EQUIPMENT

Page 1 of 4 pages

1/ DESIGNATION: Main Rotor Blade PART NUMBER: S621A1001106		2/ MANUFACTURER NAME: AIRBUS HELICOPTERS MANUFACTURER NATO CODE: F 0210 MANUFACTURER PART NUMBER:		3/ SERIAL NUMBER: 3040	4/ CUSTOMER/ PURCHASER NUMBER:	5/ ACCEPTANCE DATE: (DD/MM/YYYY) 31/10/2019				
6/ MAIN CONTRACT REFERENCE:		7/ WARRANTY								
		EQUIPMENT	DELIVERY DATE (DD/MM/YYYY)	WARRANTED STORAGE PERIOD	SERVICE DATE (DD/MM/YYYY)	WARRANTED OPERATION PERIOD				
8/ LOG CARD ORIGINALLY RELEASED BY: Name Surname										
9/ RECORD OF TRANSFERS				10/ INSTALLATION AND REMOVAL		11/ ATTESTATION				
ORGANISATION AND LOCATION	OVERHAUL		TOTAL		AIRCRAFT DATA		INSTALLED A/C HOURS	REMOVED A/C HOURS	INSPECTED	DATE (DD/MM/YYYY)
	HOURS	UNIT	HOURS	UNIT	A/C VERSION	SERIAL NUMBER				
AH - MA	---	---	70:50	FH	NH90	TFRA38 - 1442	130:25	---	---	22.11.19
AH - MA	---	---	70:50	FH	NH90	TFRA38 - 1442	---	70:50	---	02/03/2020
AH - MA	---	---	70:50	FH	NH90	TFRA38 - 1442	---	---	---	18/03/2020
AH - MA	---	---	121:00	FH	NH90	TFRA38 - 1442	---	180:35	---	21/10/2020
12/ RECORDABLE CONCESSIONS:										
13/ OPERATION LIMIT:										
14/ LIFE LIMIT:										

Authorized staff name, signature and/or stamp

INSTALLATION AND REMOVAL ATTESTATION
THIS SECTION IS UNDER RESPONSIBILITY OF
PCs AND/OR END USER

Record the number and issue of
"RECORDABLE" Concessions

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Number **QD S000N0812E01**

Issue **S**

Date **21.07.2023**

Page **27** of **31**

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ANNEX 5 – ACRONYMS

Acronym	Definition
Generic	
A/C	Aircraft
AMP	Air vehicle Maintenance Planning
APU	Auxiliary Power Unit
ASSY	Assembly
DMC	Data Module Code
GFE	Government Furnished Equipment
IETP	Interactive Electronic Technical Publications
IGB	Intermediate Gear Box
LC	Log Card
LRU	Line Replaceable Unit
MFG	Manufacturing
MGB	Main Gear Box
NCAGE	NATO Commercial and Governmental Entity (also called "NATO code")
NSN	Nato Stock Number
PCs	Partner Companies
P/N	Part Number
RAGB	Remote Auxiliary Gear Box
RFA	Ready For Acceptance
SMRC	System Manufacturing Responsible Company
SDRC	System Design Responsible Company
SRU	Shop Replaceable Unit
TBO	Time Between Overhaul
TCI	Time Change Item
TSI	Time Since first Installation
TSD	Time Since Delivery
TSM	Time Since Manufacture
SLL	Service Life Limit
INV	Inventory
OTL	Operating Time Limit
Usable acronyms	
Refer to latest release - DMC JA-A-00-00-00-11A-018A-A, §11 "Air Vehicle Maintenance Planning information-Introduction"	
FH	Flight hours
FC	Flight cycles
M	Months
W	Weeks
Y	Years
D	Days
P	Pressure cycles
E	Engine cycles
EMH	Engine Mission Hours
OC	On condition (inspection)
OPC	Operation cycles
OPH	Operation hours
RD	Rounds fired
SHP VSP	Shop visit
EV	Event
SC	Severe condition
OVC	Overhaul cycle
LD	Landings
ASSY CNG	Main assembly change
ENG CNG	Engine change
APU CNG	APU change
LDG CNG	Landing gear change
WHL CNG	Wheel change
CCL	Cumulated cable length