

# QRS-103

Quality Requirements for Subcontracted Parts and GSE,  
Stockists of Raw Material, Distributors of Parts



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# QRS-103

## Quality Requirements for Subcontracted Parts and GSE, Stockists of Raw Material and Distributors of Parts

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## CHANGES LOG

Issue	Approval Date	Main changes	Interested Paragraphs
00	April 2015	First Issue – Supersedes IQ S003 rev. A	All
01	June 2018	Document significantly rewritten and reformatted	All
02	June 2019	Subcontracting of Critical/Vital Parts	5.3
03	June 2020	Sub-Tier Subcontracting of Critical/Vital Parts	5.3
04	June 2025	Source Selection Traceability Requirements for Stockists General Review	5.1 7.1.1 All

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# 1 Scope

This Quality Instruction defines the Leonardo Helicopters (**LH**) Quality requirements for an approved **Supplier as described in Applicability**.

# 2 Applicability

This Quality instruction is applicable to the following types of approved Suppliers:

- Raw Material Manufacturer
- GSE Suppliers
- Subcontractor (including Subcontractor of GSE affecting Airworthiness)
- Offload
- Stockist/Distributor

as per definition in QRS-01.

# 3 Effective date

Issue date

# 4 Acronyms, definitions and abbreviations

## 4.1 Acronyms and abbreviations

CoC	Certificate of Conformity
CoE	Centre Of Excellence
GSE	Ground Support Equipment
LH	Leonardo Helicopters
OEM	Original Equipment Manufacturer

# 5 General Requirements

The Supplier shall, at all times, be responsible for the Quality **and Safety** of the Product, article and services supplied.

The Supplier shall be fully responsible for the implementation and adherence to these requirements within their company.

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The Supplier shall be responsible for the effective control of any products and/or services that are subcontracted to sub-tier subcontractors and shall ensure LH Quality **and Safety** requirements are flowed down contractually as applicable.

The Supplier shall be responsible for retaining suitable objective evidence that the article and/or services contracted fully conform to the requirements of the LH Contract/Purchase Order or drawing in order to provide full traceability of all relevant production/inspection documentation. Such objective evidence shall be made available to LH representatives upon request.

The Supplier shall be responsible for ensuring that they are working to the latest issue of this document and that any change affecting the PO's article shall be adequately covered.

In addition, where a new Quality Management System has been introduced as a result of a company merger/take over or relocation, the Supplier shall ensure that existing controls remain in place to fully satisfy these requirements.

## 5.1 Source Selection

Subcontractors, Stockist/Distributor shall only purchase articles/raw material in accordance with the requirement stated below:

Procure parts/components and raw material from either:

- Approved LH Stockist/Distributor for raw materials (Stockist/Distributor and original manufacturer of the raw material shall be both approved)
- Approved LH Manufacturer of raw material
- Approved LH Stockist/Distributors for international or industry standard parts
- Approved suppliers as defined into LH standards

All approved LH suppliers (for raw material manufacturer and stockists) are listed in the LH Website.

This requirement does not apply to GSE Suppliers, which may procure raw material from their own approved commercial sources. In any case CoC is required.

Remark: Casting Suppliers (classified as Subcontractors) *may* manufacture raw material by themselves, starting from billets/ingots. In this event, the Supplier is responsible for the compliance of the raw material obtained and shall keep evidences of conformity results.

## 6 Requirements for Subcontractors

Sub-tier subcontracting to **unapproved LH** suppliers **is allowed only for non-critical/non vital parts for partial manufacture**, provided sufficient planning and inspection is carried out and documented by the prime Subcontractor, to demonstrate full compliance to the drawing, applicable specifications and any other additional requirements, as defined in the **LH Contract**, Purchase Order or drawing.

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The prime Subcontractor *shall* ensure that where the subcontracting of parts for partial manufacture takes place, the sub-tier subcontractor is fully approved and surveyed by the prime subcontractor's supplier quality organization and are listed on their Approved Supplier List. The sub-tier subcontractor's approval *shall* be consistent to the scope of the subcontracted work.

Sub-tier subcontracted suppliers cannot further subcontract their activity.

The prime Subcontractor's supplier quality organization *shall* have the authority to disapprove, from their Approved Supplier List, any sub-tier subcontractor which does not meet their, or LH's, quality requirements for subcontractors.

**In no circumstances the Sub-tier Subcontractor can procure raw material and standard parts or offload Special Processes.**

For sub-tier subcontracting of parts and/or services procured by LH, the following criteria *shall* be considered:

- Constraints

Applicable technical data (Technical drawing; Tables, Specs, etc.) as defined by the LH Purchase Order/Contract

- Selection of the provisioning source

The Prime Subcontractor must ensure that his potential sub-tier subcontractor is approved for:

- System
- Production type
- Process and Personnel in relation to the product to be procured.

- Contracting documents

The Prime Subcontractor must ensure that all Contracting documents provided to the sub-tier subcontractor flow down the applicable quality and Safety requirements (including those from LH).

- Management of the technical / manufacturing documents

The Prime Subcontractor *shall* maintain control of all relevant documents in regard to its sub-tier subcontractor.

- Relation with the Government Sources (Military-Civil)

When the Supplies has to be submitted to Government Source Inspection (Military/Civil), the Prime Subcontractor must ensure free access to its sub-tier Subcontractor Plant.

- Serializing

When a part/assembly is required to be serialized, the Prime Subcontractor *shall* transfer the serialization criteria as assigned from LH, to its sub-tier Subcontractor. The Prime subcontractor *shall* maintain serial number records and ensure traceability of the serial numbers through manufacture.

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## 6.1 Subcontracting of Critical/Vital Parts

Subcontracting of the complete production of Critical/Vital Parts or Assemblies is not permitted. Sub-tier subcontracting is allowed for partial manufacture only, where authorized through Manufacturing Plans, only to LH approved supplier.

The sub-contractor's (and any sub-tier's) manufacturing data *shall* be approved by the relevant **LH** Production Organization Authority (Manufacturing Engineering) prior to manufacture.

All changes to a sub-contractor's (and any sub-tier's) manufacturing data *shall* be approved by the LH Manufacturing Engineering of prior to change implementation.

This *shall* include:

- Modification of: plant, raw material, critical operation, special process, numerical control program, manufacturing method/technique, special tools, particular part of a tool (for example forming castings or forgings)
- Change or new lay-out of the production site.

## 6.2 Subcontracting of LH Special Processes (**Offload Suppliers are included**)

Subcontracting of Special Processes for an LH part shall be restricted to a subcontractor that has been formally approved by LH for the relevant Special Process. **For additional information about qualification of Special Processes and related documentation, refer to QRS-104.**

## 6.3 Procurement of Raw Material

Only LH approved suppliers with a valid approval in the category “subcontractor” and “stockist/distributor” are allowed to directly procure raw material.

Any Subcontractor procuring raw material (excluding Castings and Forgings, which are not considered raw materials) in furtherance of an LH Contract or Purchase Order for an LH subcontracted part *shall* adhere to the following requirements:

### 6.3.1 Material Selection

Procured Material shall be one of the following:

- The material defined on the drawing or specifications.
- An alternative material specification formally authorized by LH under Deviation Permit in accordance with QRS-107.

### 6.3.2 Purchase Orders

The Subcontractor's Purchase Order for raw material shall include, according to the applicability, the following:



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- Material description including product form, specification and issue and any test specifications or technique sheets applicable.
- Heat treatment condition and any other conditions required (e.g. bright bar, etc.).
- Temporary protective treatments and packaging requirements.
- Release/Certification requirements including source certificates and any applicable test results (chemical analysis, mechanical certification, etc.).
- Any applicable dimensional requirements.
- Reference to QRS-01 requirements.

### 6.3.3 On-Receipt Inspection

The Subcontractor *shall* hold current issues of all relevant material specifications.

On receipt of material the subcontractor *shall*:

- Verify that the material is originated from a **supplier listed in LH Website**.
- Following acceptance, the material will be placed in a bonded store designated for aerospace raw material.
- Ensure that all material is fully or correctly identified in accordance with applicable specification requirements and as defined on the Purchase Order, release certification and source documentation.
- Identification and segregation *shall* be against the cast/lot/heat number.
- Ensure traceability is maintained between the Purchase Order and the raw material.
- Check all documentation to verify that chemical analysis and mechanical test results are within specification requirements.
- Check documentation against Purchase Order requirements and where applicable, the manufacturer's recommendations to verify heat treatments are included.
- Unacceptable material *shall* be rejected and returned to the subcontractor. All rejections *shall* be reported to **LH** Materials Laboratory or CoE as applicable.

### 6.3.4 On-Receipt Testing

On receipt of raw material the subcontractor:

- When deemed necessary the subcontractor may test the material to ensure integrity of supply is maintained. Where on-receipt testing is not carried out, acceptance of the material is at the subcontractor's own risk.
- All testing shall be carried out by a nationally approved organization or an LH Materials Laboratory or CoE approved laboratory.

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- Unacceptable material shall be rejected and returned to the supplier.
- If all receipt checks are satisfactory the release document shall be stamped as acceptable.
- Purchases of S144, S145 shall be independently tested to the requirements of LIS6029.
- Purchases of S80 shall be independently tested for impact to material specification requirements.

### 6.3.5 Material Storage

Raw material **access shall be adequately controlled. Storage of aerospace material shall be segregated from material for other uses.** Reasonable measures *shall* be taken to ensure that the material is stored in suitable conditions to prevent its deterioration in any way. Material *shall* be identified and traceable at all times.

Material procured in furtherance of an **LH** Purchase Order, which is not correct to the Purchase Order requirements or, pending the outcome of testing or inspection, *shall* be placed in quarantine until outstanding actions are cleared.

### 6.3.6 Use of Existing Stored Material

If the subcontractor wishes to use existing stored of metallic raw material **or material that was purchased without flowing down QRS-01 requirements** for **LH** work, this is permitted provided that control of the material can be shown to fully comply with the requirements specified in this procedure. The subcontractor *must* be able to demonstrate that the material was procured through **LH** approved manufacturers or stockists and that the raw material satisfies the latest applicable specification requirements.

### 6.3.7 Quality Records for Raw Material

- All original documentation and test results pertaining to material controlled under this procedure *shall* be retained in accordance with the **QRS-01 Appendix 01.**
- Manufacturing records *shall* provide material traceability for all components within an assembly and *shall* allow traceability of all components made from a particular cast/lot/heat number.

### 6.3.8 Delivery Documentation

The Certificate of Conformity for all products supplied to **LH** *shall* quote a reference which provides full raw material traceability.

## 7 General Requirements for Stockists

### 7.1 Requirements for Stockists of Raw Materials

The approved stockist shall be responsible for the following:

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- Ensuring that all raw material supplied to either LH or LH approved Subcontractors, is manufactured by approved LH sources as listed in the LH Website database. Full traceability and identification shall be maintained at all times.
- Ensuring that all raw material supplied to LH or LH approved Subcontractors where intermediary stockists are involved is fully traceable and identified. The material must be manufactured by approved sources listed in the LH Website.

#### 7.1.1 **Traceability**

The Stockist shall be responsible for retaining suitable objective evidence that the product and/or services contracted fully conform to the requirements of the LH Contract/Purchase Order or drawing in order to provide full traceability of all relevant production/inspection documentation. Such objective evidence shall be made available to LH representatives upon request.

To prevent counterfeit certificate and to confirm the authenticity of the Original Manufacturer, the Stockist shall obtain a “Declaration of Authenticity” from each Original Manufacturer used, for at least one batch per year, and shall keep the documented information as evidence.

This declaration shall be provided for each type of metallic material purchased (e.g. titanium, aluminium, steel, nickel alloy and more). Furthermore, all CoCs provided shall report the original casting/heat number.

Whenever the confirmation process will lead to an unclear evidence the occurrence shall be promptly communicated to LH.

**In case intermediate stockists/distributors are involved in the purchasing process, these shall be approved by LH.**

**In case a broker/trader is involved in the purchasing process, this shall be recognized by the Original Manufacturer through proper declaration.**

Remark: Raw Materials purchased using intermediary stockists, **not approved by LH**, shall be assured by the raw material Original Manufacturer. The Original Manufacturer is required to verify the batch/melt/lot numbers, original release documents and provide a ‘Declaration of Authenticity’.

Stockists that provide materials sourced using intermediary stockists, **not approved by LH**, shall treat the Original Manufacturer ‘Declaration of Authenticity’ as documented information, and shall ensure this information is present at delivery.

## 8 **General Requirements for Stockists of International/Industries Standard Parts**

### 8.1 **Quality Responsibilities**

The Stockist shall ensure LH Quality/Safety/PO requirements are flowed down contractually.

When purchasing, the stockist shall:

- Ensure the article is checked against the specifications on receipt and records are kept.

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- Ensure alternative parts are not delivered without prior written approval from LH.
- Ensure the OEM's CoC (stating conformity to the drawing / specification / standard) is attached and referred to into the Stockist CoC (stating conformity to the LH purchase order).
- Procure a LH standard only from the sources defined in the LH specification.

#### **8.1.1 Traceability**

The Stockist shall be responsible for retaining suitable objective evidence that the product and/or services contracted fully conform to the requirements of the LH Contract/Purchase Order or drawing in order to provide full traceability of all relevant production/inspection documentation. Such objective evidence shall be made available to LH representatives upon request.

#### **8.1.2 Configuration Control**

The Stockist shall be responsible for ensuring that they are working to the latest issue of any standard part document and that any change affecting the product source shall be adequately covered.

### **9 General Requirements for Purchasing of Ground Support Equipment (GSE)**

Raw Material shall be as required by drawing, and may be procured from commercial sources. A CoC is required.

Alternative materials are only permitted when defined by LH documentation and pre-authorized by the applicable LH Material Laboratory in accordance with QRS-107.

Procure standard parts, adhesives and fasteners from sources approved by the Supplier and shall be supported with a CoC.

Proof load testing of GSE is to be completed by companies approved to National and International Standards for the applicable testing. A "Certificate of Test and Examination" in accordance with Governments statutes shall be supplied to certify each article.

Remark: Requirements for Special Processes in accordance with QRS-104 are not applicable for Suppliers of Ground Service Equipment and tooling.