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| **PROGRAMMA/*PROGRAM*:** *[Insert Program]* |
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| **ATTIVITA’/*ACTIVITY*: Components Maintenance** |
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| **PIANO QUALITA’ COMPILATO DA/*QUALITY PLAN COMPLETED BY*:** |
| **DITTA */ Company*:** |
| **NOME */Name:*** | **FIRMA */Signature:*** |
| **RUOLO */Title:*** | **DATA */ Date:*** |
| **INDIRIZZO DI POSTA ELETTRONICA */ e-mail address:*** |
| **N. TELEFONO */Phone n.:*** | **FAX N. */ N. Fax:*** |
| **DOCUMENTO n° */ Document n°****XXXX* |

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| ***Leonardo Helicopters approval granted through approval letter*** |

**Cronologia delle revisioni / *Revisions’ List***

|  |  |  |
| --- | --- | --- |
| Rev. | Data */ Date* | Descrizione della revisione / *Revision’s description* |
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**1. Dati dell’Azienda/*Company Data***

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| **1.1 Ragione Sociale dell’Azienda/*Legal Name of The Company*** |
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| **1.2 Indirizzo Sede Legale/*Headquarter Address*** |
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| **Città-Provincia-Stato/*****City-Province-State*** | **Nazione/*Country*** | Codice Postale/Postal Code - Zip Code |
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| ***Casella Postale/Post Office Box:*** | **Codice NATO-CAGE/*****NATO-CAGE Code*** | **Indirizzo di Posta Elettronica/*****E-mail Address*** |
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| **N° Telefono/*Phone N°*** | **N° Fax/*Fax N°*** | **N° Telex/*Telex N°*** |
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| **Data di Costituzione (gg/mm/aaaa)/*****Established (dd/mm/yyyy)****:* | **Possibilità di trattare materiale Classificato/*****Classified Materials Clearance:*** |
|  | **Sì/*Yes*** |  | **No/*No*** |  | **N.A.*/N.A.*** |  |
| **1.3 Direzione (Allegare Organigramma Generale con focus su Maintenance Dept., Ruoli chiave)*****Company Officials* (*Attach General Organization Chart with focus on Maintenance Dept., Key Persons)*** |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
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| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **Nominativo/*Name:*** |  | **Ruolo/*Title:*** |  |
| **1.4 SEDI Manutentive/*MAINTENANCE PLANTS*** |
| **Indirizzo/*Address*** | **Attività svolta/*Activity*** |
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**2. Scopo/*Purpose***

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| This Quality Plan is issued by *[Supplier Name]* in order to: * Ensure adequate Quality Assurance System implementation, during the maintenance phase of the item of the contract, according to requirements of the applicable documentation.
* Ensure that these rules and procedures are correctly implemented

Contents of this QP are applicable to all activities performed by the [*Supplier Name*] for the repair, overhaul or modification of a part or a system which requirements are described by the Maintenance Data.Each evolution of this document shall be sent to Leonardo Helicopter Division for approval. |

**3. Documentazione di riferimento/*Documentation Requirement***

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| 3.1 Riferimento alla documentazione Leonardo Div. Elicotteri applicabile al programma/pacco di lavoro (Requisiti di Qualità, Disposizioni Operative Leonardo Div. Elicotteri, Documenti del Cliente, Specifiche Tecniche di riferimento)***Applicable Leonardo A/C Div. documentations reference (Quality Requirements, Leonardo Helicopter Division Procedure, Customer Documents, Technical Spec.)*** |
| **Contractual document:*** Contract Order N° *[Insert Number of Contract Order]*
* Agreement Statement of Work N°*[Insert Number of Agreement Statement of Work]*
* QRS-01 Issue 6 “*Quality Requirements for Suppliers*”- and associated Modules
* LHD Purchase Orders

**Applicable Regulation:**EMAR 145 European Military Airworthiness requirementsAER(EP).P-145 Requirements For Maintenance OrganisationsEN 9100 Aerospace Series Quality management systems – Requirements (based on ISO 9001:2000) and quality systems –  |

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| 3.2 Manuale Qualità e Lista delle Procedure Qualità applicabili***Quality Manual and applicable Quality Procedures List*** |
| *[Insert Quality Manual]**[Insert Record Keeping procedure]**[Insert Quality Audit procedure]**[Insert Control of Measuring Gages and Test Equipment procedure]**[Insert Non-conforming Products management procedure]**[Insert Education and training procedure]* |

**4. Maintenance Tasks**

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| **4.1 Lista dei prodotti / Part Numbers List*.*** *(ref. Capability List XXXX LHD)* |
| **Descrizione/*Description*** | **Part Number*/Part Number*** | **Rating** | **ATA** |
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| **4.2 Dati di Manutenzione/Maintenance Data *(Add as appropiate)*** |
| **Specifica Tecnica/*****Technical Specification*** | **Number** | **Status/Rev.** |
| CMM |  |  |
| Drawing |  |  |
| Wiring Diagram |  |  |
| Repair Manual |  |  |
| Parts Catalogue |  |  |
| Service Instructions |  |  |
| Others |  |  |
| * In addition to above documentation must be considered such as maintenance data, as appropriate, Service Bulletins, Service letters, Airworthiness Directive plus any document issued by the TC/STC holder or NMAA
* When personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details and notifies the problem to the author of the maintenance data and LHD in timely manner
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| **6.3 Lista Personale qualificato per i processi/*Processes Qualified Personnel List*** |
| In addition to general information such as Work Order, P/Ns, Revision, s/n and other information for the traceability, the organisation through the Maintenance Engineering Department shall:* Indicate, in the first page, all applicable maintenance data and revision
* transcribe accurately the maintenance data onto such work sheets or make precise reference to the particular maintenance tasks
* Identify Critical Task
* differentiate and specify, when relevant, disassembly. accomplishment of task, reassembly and testing
* Certification (with identification and signature, or stamp) and date of the operator performing the phase.
* Identify all the tools and equipment used during the phases for control and conformity

The quality control, or person responsible to issue the CoC, is responsible to ensure that all required maintenance tasks are carried out and, where not completed or where it is evident that a particular maintenance task cannot be carried out to the approved maintenance data, then such problems should be reported to the Maintenance Manager/WorkShop Manager for appropriate action (a close relationship with Maintenance Engineering LHD is recommended). In any case the status of the component should be clearly declared on a CoC/Tag/Log Card.  |
| **4.4 Personale qualificato, Training/*Qualified Personnel, Training*** |
| *[Supplier Name]* ensures that all the people involved in maintenance activities for LHD comply with the education, training, skills and experience requirements defined in the internal procedure *[Insert the Reference, Number/s and title/s].* The training records, qualification and competence assessment should be kept in the Personal Folder. **Specific course in the following matters are required:****-** Human Factor**-** FOD**-** Prevention of Counterfeit Articles- EWIS (if applicable) |

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| **4.3 Ciclo di Lavoro / *Work Cards*** |

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| **4.5 Gestione Attrezzature/Test Equipments** ***Tooling/Test Equipments Management***  |
| * The Supplier shall have available and use the necessary equipment, tools and material to perform the approved scope of work as required by approved maintenance data
* The Supplier shall ensure that all tools, equipment and particularly test equipment, as appropriate, are controlled and calibrated according to an officially recognised standard at frequency to ensure serviceability and accuracy

When tools/equipment are shared with production a specific procedure to manage this sharing is required. Tools register is recommended *[please attach special tool list]* |

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| **4.6 Lista dei documenti di certificazione e di consegna (Indicare il Personale autorizzato alla firma dei CdC)*****List of certification and delivery documents (Include List of Personnel authorized to sign CdC)*** |
| For each delivery the following documentation will be associated to the equipment as defined on the purchase order and in accordance with the applicable requirements:* ***CoC*** *(Work Order, Status of Componets, Applicable data, P/Ns and s/n, SB, AD, deferred activities etc)*
* ***ATR*** *Acceptance Test Report (if applicable)*
* ***Work Cards***
* ***Work Report*** *(list of removed/replaced components)*
* ***Log Card***
* ***Dimensional Report*** *(if applicable)*
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| **4.7 Facility Requirements** |
| The Supplier shall determine, provide, and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services. Protection from the weather elements and particular special requiremnts shall be observed (FOD area, Electrostatic Protected Area etc.). Secure storage facilities shall be provided for components, equipment, tools and material. Storage conditions ensure segregation of serviceable components and material from unserviceable aircraft components, material, equipment and tools.Leonardo Helicopters shall have access to *[Supplier Name]* facilities. *[Supplier Name]* will permit access to Leonardo Helicopters representatives, Leonardo Helicopters Customer, National Military Authorities accompanied by Leonardo Helicopters personnel. |

**5. Prodotto Non Conforme – Registrazioni della Qualità/*Non Conforming Product– Quality Records***

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| **5.1 Occurrence reporting** |
| Reporting of defects is performed in accordance with QRS-107, the supplier shall report to LHD any condition of the component identified during maintenance activities that hasresulted or may result in an unsafe condition that hazards seriously the flight safety. LHD support and encourage a “just culture” implementation |

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| **5.2 Programma di audit interni /*Internal Audit Programme***  |
| Internal quality audit will be performed to monitor compliance with required aircraft component standards and adequacy of the procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft components. Audit records including audit check lists, audit results and corrective actions will be kept available in case of LHD request. Leonardo can perform audits according to LH supplier surveillance plan. |

**ANNEX / ALLEGATI**

**Integrare il PdQ allegando la seguente documentazione (come applicabile):**

**Complete the QAP with the following documents (as applicable):**

* Organigramma Aziendale – *Organization Chart (with focus on Maintenance Dept., Key Person)*
* Modulistica Non Conformità – *Non Conformity Form*
* Modulistica Certificati di Conformità – *Certificate of Corformance Form*
* Ciclo di Lavoro – *Work Cards Form*
* Lista Tools specifici- *Special Tools List/Tools Register*
* Rapporto di Collaudo – *ATR Form*
* Layout reparto di manutenzione – *Layout maintenance work shop*
* Lista operatori abilitati/qualificati *– List of qualified personnel*
* Report dimensionale - Dimensional report