

QRS-110

DO-PO Arrangement



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CHANGES LOG

Issue	Approval Date	Main changes	Interested Paragraphs
00	April 2015	First Issue – Supersedes IQ S010 rev. C	All
01	June 2018	Document reformatted with editorial changes	All
02	June 2020	<p>Acronyms Updated</p> <p>Addition of a paragraph about Delivery Documentation in case of DO/PO arrangement</p> <p>Applicability for arrangements with PZL DO/PO</p>	<p>4</p> <p>5.4</p> <p>2, 6</p>

APPLICABLE DOCUMENTS

This document *shall* be applied together with the main document (QRS-01 Quality Requirements for Suppliers) and with the other applicable modules

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1 Purpose

Purpose of this procedure is to define and provide a guidance for the compilation and issue of the arrangement between the Design Organization (DO) and a Production Organization (PO) as required by EASA Part 21A.133 (b) and (c) for Suppliers which need from the National Aviation Authority a new approval, or an extension of the existing approval to a new product, in order to issue EASA Form 1 certificates.

Suppliers holding EASA Part 21 Subpart G Approval will make sure that the appropriate DO-PO arrangements are in place as required by EASA Part 21A.133(b) and (c) for use on LH Civil Aircraft and related Spares Programmes (intended as new parts used as spare parts).

2 Applicability

This Quality Procedure is applicable for Purchase Orders of items manufactured by a supplier against a Procurement Specification, a Source Control Drawing or a Drawing issued by **LH** for use on Civil Aircraft and related Spares Programmes.

This procedure *shall* apply to **LH** Approved Manufacturers and Sub-Contractors who hold (or that are applying to be approved) an EASA Part 21 Subpart G Approval operating on aircraft under EASA Surveillance.

For PZL Suppliers, please contact PZL DO or PO for DO-PO or IPO-PO arrangements and use of specific forms.

3 Effective date

Issue date

4 Acronyms, definitions and abbreviations

4.1 Acronyms and abbreviations

DDS	Design Data Set
DO	Design Organization
IPO	Intermediate Production Organization
LH	Leonardo Helicopters
PO	Production Organization
PZL	Wytwórnia Sprzętu Komunikacyjnego "PZL-Świdnik" S.A.
SADD	Statement of Approved Design Data
SQA	Supplier Quality Assurance

5 Requirements

5.1 DO-PO Arrangement

An arrangement is requested when a Production Organization Approval considered Holder is intended to deliver articles with an EASA Form 1. In such cases, the Production Organization shall demonstrate the Authority a link with the Design Organization Holder.

An arrangement is appropriate if it is documented and satisfies the competent Authority that co-ordination is satisfactory.

To achieve satisfactory coordination, the documented arrangements must at least define the following aspects irrespective of whether the two organizations are separate legal entities or not:

- The responsibilities of a Design Organisation which assure correct and timely transfer of up-to-date airworthiness data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.);

In the case of a supplier approved as manufacturer it is assured as follow:

- **LH** is responsible to transfer up-to-date airworthiness data through SCD or Procurement Specification.
- Supplier Design Organization, as part of **LH** DO, shall define the procedure ensuring the correct and timely transfer of up-to-date airworthiness data, aligned with **LH** ones, to its Production Organization.
- The responsibilities and procedures of a POA holder/applicant for developing, where applicable, its own manufacturing data in compliance with the airworthiness data package;
- The responsibilities of a POA holder/applicant to assist the Design Organisation in dealing with continuing airworthiness matters and for required actions (e.g., traceability of parts in case of direct delivery to users, retrofitting of modifications, traceability of processes' outputs and approved deviations for individual parts as applicable, technical information and assistance, etc.);
- The scope of the arrangements must cover Part-21 Subpart G requirements and associated AMC and GM, in particular: 21.A.145(b), 21.A.165(c), (f) and (g);
- The responsibilities of a POA holder/applicant, in case of products prior to type certification to assist a Design Organisation in demonstrating compliance with CS (access and suitability of production and test facilities for manufacturing and testing of prototype models and test specimen);
- The procedures to deal adequately with production deviations and non-conforming parts;
- The procedures and associated responsibilities to achieve adequate configuration control of manufactured parts, to enable the production organisation to make the final determination and identification for conformity or airworthiness release and eligibility status;

- The identification of the responsible persons/offices who control the above;
- The acknowledgment by the holder of the TC/STC/repair or change approval/ETSO authorisation that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved.

In many cases the production organization may receive the approved design data through an intermediate production organization ([see paragraph 5.2](#)). This is acceptable provided an effective link between the design approval holder and the production organization can be maintained.

The POA holder must demonstrate to the competent authority that it has entered into an arrangement with the Design Organization.

The arrangement must be documented in order to facilitate the POA holder to demonstrate compliance with the requirement of Part 21 Subpart G by means of written documents agreed with **LH DO**.

In all other cases to define such a design/production interface the QRS.110.F01 Form (for DO-PO Arrangement) or QRS.110.F02 (IPO-PO Arrangement) shall be used.

5.2 IPO-PO Arrangement

In case **LH PO** decides to subcontract manufacturing activities, an IPO-PO between **LH PO** and Supplier PO holding an EASA Part 21 Certification can be put in place.

In this case, **LH PO** acts as a link between **LH DO** and Supplier PO (see form QRS.110.F02).

The requirements to be met through an IPO-PO Arrangement are the same defined in [paragraph 5.1](#) of this procedure.

5.3 SADD Preparation

This form provides a visible Statement of Approved Design Data.

The supplier is requested to prepare and maintain the attachment 1 of the Form QRS.110.F03 highlighting the parts that have to be enclosed into the Capability List.

The supplier shall highlight new part numbers inserted or deleted from SADD, indicating in the dedicated column the revision of the attachment that introduced such a modification.

As the attachment 1 is ready, it has to be sent to SQA for **LH** review from the involved departments.

Once the SADD has been signed, it will be sent back to the supplier by SQA.

5.4 Delivery Documentation – EASA Form 1 NEW/Prototype

Once the DDS is approved and in case of articles with not yet approved technical data (until the SADD is issued), the Supplier *shall* deliver with EASA Form 1 Prototype, specifying the reference to the DDS approved by LH in the remarks box (see also QRS-01 main document – ‘Delivery Documentation’ Section). These articles have to be included into a ‘Prototype’ Capability List.

The minimum documents for issuing an EASA Form 1 “Prototype” are:

- A signed DO-PO arrangement or a IPO-PO arrangement
- A DDS approved by LH CPE (Chief Project Engineer)
- A closed FAI
- The article included in the Supplier Capability List “Prototype”

After the SADD approval, the articles *shall* be provided with an EASA Form 1 NEW Certificate. Consequently, the Supplier *shall* update his Capability List.

The conditions for issuing an EASA Form 1 new, in addition to those listed above for “Prototype”, are:

- A SADD issued by LH
- The article included in the Supplier Capability List “New”

Note: The Supplier is required to describe how the transition from applicable technical data to approved technical data is managed. Please, refer to QRS-108 – Quality Plans for Manufactures for details.

The articles covered by the DO/PO arrangement (or IPO/PO arrangement, as applicable) *may* be delivered with a Certificate of Conformity only if specifically requested by LH, and anyway until the DDS closure.

6 Annexes, Appendices and Forms

- QRS-110_F01: DO-PO Arrangement form
- QRS-110_F02: IPO-PO Arrangement form
- QRS-110_F03: SADD form

In case of PZL Suppliers, please contact PZL DO or PO for the preparation of these forms.