

**NEW GENERATION AVIATION "PATRIOT-UKRAINE" LTD**

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**PROJECT**

**Cover page 1**

**Guidelines for organizing work.**

**QUALITY ASSURANCE MANAGEMENT**

**SO.01.02.T-02/2024**

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**м. Brovary**

**2024**

**0.0 GENERAL PART**



**NEW GENERATION AVIATION "PATRIOT-UKRAINE" LTD**

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**0.1 APPROVAL SHEET**

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|  |  | **Approved** |
|  |  | **Director**  **\_\_\_\_\_\_\_\_\_\_\_ A. Ryzhenko** |
|  |  | **" \_\_\_ " July 2024** |

**Guidelines for organizing work.**

**QUALITY ASSURANCE MANAGEMENT**

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**0.2 BACKGROUND**

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**0.5 CHANGE REGISTRATION SHEET**

Rules for filling out the Change Registration Sheet:

* + 1. Changes to this document are made by replacing outdated pages with updated pages, removing outdated pages, or adding new pages in accordance with the procedure described in this document.
    2. Each page that is changed gets a new revision number and a new approval date.
    3. Revisions of this document have been signed and approved by the responsible persons.
    4. The developer of this document is responsible for making changes.
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1) a list of current pages, which indicates the number and date of publication of each page;

1. an amendment registration sheet indicating the date of the amendment.
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**0.6 SCOPE OF APPLICATION**

**0.6.1** This regulatory document describes the quality assurance system of the Limited Liability Company "NEW GENERATION AVIATION "PATRIOT-UKRAINE" (hereinafter referred to as the Organization) and establishes the general procedures for the Organization's activities in the manufacture of aircraft in accordance with the requirements of ASTM standards

**0.6.2** This document covers all manufacturing processes used in the manufacture of AT and is a document that demonstrates that all processes are under controlled conditions and consistently meet the requirements of ASTM standards.

**0.6.3** This document and related procedures referenced in it are mandatory for all personnel of the Organization to understand and comply with.

**0.6.4** The designations of the documentation forms given in the Appendices to this document correspond to the designations of the relevant Organization standards that implement them and contain samples and methods for their execution.

**0.7 REGULATORY LINKS**

This document contains references to such regulatory documents:

|  |  |
| --- | --- |
| **ASTM F2745-15** | Standard Specification for Required Product Information to be Provided with an Aircraft |
| **ASTM F2972-15** | Standard Specification for Light Sport Aircraft Manufacturer'Quality Assurance System |
| **ASTM F3035-22** | Standard Practice for Production Acceptance in the Manufacture of a Fixed Wing Light Sport Aircraft |
| **ASTM F3198-18** | Standard Specification for Light Sport Aircraft Manufacturer's Continued Operational Safety (COS) Program |
| **SO.00.01.T** | Documentation of the standardization system. Documentation system of the Organization |
| **SO.00.02.T** | Documentation of the standardization system. Procedure for developing normative and technical text documents |
| **SO.00.03.T** | Documentation of the standardization system. Numbering system of the Organization's documents |
| **SO.00.04.T** | Documentation of the standardization system. Management of documents, records and computer files |
| **SO.02.01.T** | Project support system. Development and modification of project design documentation. |
| **SO.02.05.T** | Project support system. Interaction between the Development Organization and the Aircraft Manufacturing Organization to support the project. |
| **SO.03.01.T** | Procedures for developing process documentation. Procedure for development and implementation of technological documents |
| **SO.08.02.T** | Production preparation procedures. Procedure for evaluation and control of the Supplier and Subcontractor |
| **SO.08.03.T** | Production preparation procedures. General procedure for accounting, storage and use of work tools |
| **SO.08.04.T** | Production preparation procedures. Incoming product control. General provisions |
| **SO.08.05.T** | Production preparation procedures. Product identification and traceability. General provisions |
| **SO.08.06.T** | Production preparation procedures. Management of non-conforming products. General provisions |
| **SO.08.07.T** | Production preparation procedures. Maintaining and storing production documentation. General provisions |

**0.8 TERMS AND DEFINITIONS**

The following are the terms used in this document and the definitions of the concepts they refer to:

|  |  |
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| **Flight safety** | The state of the aviation system in which the risk of harm or damage to persons or property on board an aircraft does not exceed an acceptable level and is maintained at this or a lower level through a continuous process of identifying sources of danger, eliminating them, and controlling risk factors. |
| **Rejection.** | An event that consists in the loss of an object's ability to perform the required function, i.e. in the violation of the object's working condition |
| **Product of aviation equipment** | A unit of industrial product related to aircraft equipment (hereinafter referred to as AT), or any component of this unit |
| **Limit state** | The condition of the product, due to which its further operation is unacceptable or inexpedient or restoration of its working condition is impossible or inexpedient |
| **Defect** | Each individual non-compliance of the facility with the established requirements |
| **Approval for operation** | Documentary evidence that the work has been completed and all defects have been eliminated in accordance with the approval procedure |
| **Operation of JSC products** | The stage of the life cycle of an AT product from the moment of its acceptance by the operator from the manufacturer to decommissioning |
| **Operation by resource** | Operation of the AT product, the limit state of which is set by the established indicators (resource and (or) service life) |
| **Operating organization** | An organization of any organizational and legal form that directly operates aircraft, including those entered in the register of aircraft of Ukraine or temporarily registered aircraft, and is responsible for their technical condition |
| **Ensuring flight safety** | The activities of aviation entities aimed at eliminating cases of harm to health or threat to human life, property of individuals or legal entities, state property |
| **Quality assurance** | All planned and systematically carried out activities within the quality system, demonstrated as necessary to provide reasonable assurance that the facility will meet the quality requirements |
| **Residual life** | Total operating time of the facility from the moment of monitoring its technical condition to the transition to the limit state |
| **Competent authority** | Designated airworthiness authority responsible for the certification and/or approval process |
| **Component** | Any engine, propeller, assembly or part |
| **Control over the technical condition** | Checking the compliance of the AT product parameters with the requirements of the technical documentation and determining, on this basis, one of the specified types of the AT product technical condition at the moment |
| **Quality control** | Operational methods and activities used to meet quality requirements |
| **Corrective action** | An action taken to eliminate the causes of an existing nonconformity, defect, or other undesirable situation in order to prevent its recurrence |
| **Airworthiness of the AT type** | A property defined and ensured by the norms implemented in the design of the aircraft and its characteristics, which allow for safe flight within the established operational limits and defined methods of technical operation |
| **Flight tests** | Experimental determination of quantitative and (or) qualitative characteristics of the properties of AT samples in flight according to the procedures established by regulatory legal acts of executive authorities |
| **Human factors** | Principles related to aircraft/component maintenance, development, certification, training and operation activities that are responsible for the safe communication between humans and other system components with appropriate consideration of human performance |
| **Metrological support** | Organizational and technical measures to carry out their metrological certification, calibration (verification), adjustment and repair in order to maintain metrological characteristics at a given level |
| **Reliability** | The ability of an AT object to maintain over time within the established limits the values of all parameters that characterize the ability to perform the required functions in the specified modes and conditions of use, maintenance, storage and transportation |
| **Disability** | The state of an object in which it is unable to perform at least one of the required functions |
| **Failure** | The state of an object in which it is unable to perform at least one of the specified functions of the object |
| **Unapproved organization** | An organization that is not duly approved to manufacture aircraft in accordance with APU-21 (Part-21) or to maintain or repair aircraft in accordance with Part-145 and that provides certain manufacturing, maintenance or repair services to an approved organization under the control of its quality system |
| **Mastering production** | A set of measures to prepare the organization's production for the manufacture of AT through practical mastery of the methods and means of its manufacture in the organization's conditions |
| **Maintaining airworthiness** | Processes to ensure that the aircraft meets the applicable airworthiness requirements at all times of operation and provides conditions for safe operation |
| **Aircraft** | Any technical means that can receive support in the atmosphere from the action of air, other than the screen effect of air reflection from the earth's surface |
| **Supplier** | Organization that provides products to the Customer |
| **Pre-flight inspection** | A pre-flight inspection to ensure that the aircraft is fit for the intended flight |
| **Preventive action** | An action taken to eliminate the cause of a potential nonconformity, defect, or other undesirable situation in order to prevent its occurrence |
| **Damage.** | An event that consists of a violation of the serviceable condition of an object when its operability is maintained |
| **Current repair of the JSC** | Repairs performed to ensure or restore the JSC's performance and consist of replacing and/or restoring its individual parts |
| **Performance** | The state of an object, characterized by its ability to perform all necessary functions |
| **Assigned life (service life)** | The total operating time (calendar duration of operation), upon reaching which the operation of the facility should be terminated regardless of its technical condition |
| **Routine maintenance work** | Regulated maintenance of AT products provided for in the operational documentation (OD), which is performed to control the technical condition of AT products and bring their technical characteristics in line with the requirements of the OD |
| **Complaint** | Written statement of the recipient in the prescribed form to the supplier (manufacturer or repair company - repairer) of the products about the discrepancies in the quality and (or) completeness of the delivered products (performed works) with the established requirements, the requirement to restore or replace the failed products, repeat the work |
| **Repair** | A set of operations to restore the serviceable or operable condition and established indicators of aircraft |
| **Repair according to technical condition** | Repair, during which control over the technical condition is carried out at intervals and in the amount established by regulatory and technical documents, or in the presence of a malfunction of the AT, and the scope and time of commencement of repair are determined by the condition of the AT |
| **Resource** | The total operating time of an object from the beginning of its operation or its resumption after repair until it reaches the limit state |
| **Certification** | The process of recognizing that a product, component or equipment, organization or person meets the applicable airworthiness requirements, followed by a declaration of conformity |
| **Serviceability** | The state of an object in which it is able to perform all the specified functions of the object |
| **Service life** | The calendar duration of operation from the beginning of the facility's operation or its resumption after repair until it reaches the limit state |
| **Technical operation of JSC**  **by state** | Operation, in which the scope and frequency of technical condition monitoring are established by the operational documentation, and the start and scope of maintenance are determined depending on the technical condition of the aircraft |
| **Maintenance** | A set of operations or an operation to maintain the serviceability or efficiency of a JSC during its technical operation |
| **Technical condition of JSC's products** | A state characterized at a certain point in time, under certain environmental conditions, by the values of parameters established by the technical documentation for the JSC's products |
| **Targeted review** | Maintenance of JSC's products, which is carried out under the instructions of the relevant officials for a detailed inspection of individual systems, units, mechanisms and structural elements of JSC's products |
| **Regular operation of the JSC** | Operation of the JSC in accordance with the operational documentation approved in accordance with the established procedure |
| **Quality.** | A set of characteristics of an object that relates to its ability to meet established and foreseeable needs |

* 1. **DESIGNATIONS AND ABBREVIATIONS**

The following symbols and abbreviations are used in this document:

|  |  |
| --- | --- |
| **AT** | Aviation equipment |
| **BOD** | Bureau of Documentation Accounting |
| **VCCP** | Logistics department |
| **DLP** | Airworthiness Directive |
| **ED** | Operational documentation |
| **ZVR** | Means of performing work |
| **FTA** | Measuring instrument |
| **ZPM** | Runway and landing area |
| **IAS** | Engineering and aviation service |
| **on** | Design documentation |
| **ND** | Normative documentation |
| **IOC** | Route and operational map |
| **Organization.** | LTD "ANG PATRIOT UKRAINE" |
| **PS** | Aircraft |
| **SPD** | Accompanying and submission documentation |
| **SPC** | Accompanying card |
| **TV** | Technological instruction |
| **TD** | Technological documentation |
| **TI** | Technological instruction |
| **MOT** | Maintenance |
| **ASTM** | American Society for Testing and Materials |
| **ROE** | Production Organization Exposition |
| **SO** | Standard for the Organization |
| **QAM** | Quality Assurance Management |

**1.0 DESCRIPTION OF THE ORGANIZATION'S QUALITY ASSURANCE SYSTEM**

**1.1 QUALITY ASSURANCE POLICY**

Limited Liability Company "NEW GENERATION AVIATION "PATRIOT-UKRAINE" (hereinafter referred to as the Organization) strives to maintain a quality assurance system that guarantees compliance of each piece of aviation equipment with ASTM standards

The procedures of the Organization's quality assurance system are set forth in this document, the Quality Assurance Manual (hereinafter referred to as QAM) and documents related to it and referenced in it. These procedures are approved, implemented on an ongoing basis and maintained in accordance with the requirements of ASTM standards in the performance of work under orders.

It is understood that these procedures may be modified to conform to any new or amended requirements of ASTM standards issued from time to time, if such new or amended requirements conflict with the procedures set forth in this QAM.

It is understood that the Competent Authority approves the Organization as long as it is satisfied that these procedures are followed and the working regulations are maintained. It is also understood that the Competent Authority reserves the right to suspend, restrict or revoke the approval of the Organization if it has evidence that these procedures are not followed or the working regulations are not maintained

The organization shall provide unimpeded access to the Competent Authority to supervise the functioning of its quality assurance system and shall eliminate all deficiencies identified by the Competent Authority.

This QAM is registered and control copies are available to all personnel of the Organization and each executor is familiar with it.

Signed Date **July 29, 2024**

**Director Anatoly Ryzhenko**

**1.2 ORGANIZATIONAL CHART**

**Director**

**Chief designer**

**Deputy Director for Quality**

**Deputy Director for Production of JSC**

**Designers**

**Controllers**

**Process engineers**

**Quality management engineer**

**Head of production of JSC**

**Production personnel**

**1.3 MANAGEMENT PERSONNEL**

|  |  |  |
| --- | --- | --- |
| **№** | **Position.** | **Surname, first name,** |
| **1** | **Director** | **Anatoly Ryzhenko** |
| **2** | **Chief designer** | **Pitelguzov** |
| **3** | **Deputy Director for Quality** | **Anatoly Ryzhenko** |
| **4** | **Deputy Director for Production of Aviation Equipment** | **Bashtan Oleksandr** |

Each appointed official is a member of the management structure of ANG PATRIOT-UKRAINE LLC and is responsible for a part of the functions defined in this QAM . The functions are distributed among the above managers. The powers of the heads are approved by the Director of the Organization.

**1.4 RESPONSIBILITIES OF MANAGERS**

It is the responsibility of the Organization's managers to maintain all of its departments in full compliance with the requirements of ASTM standards and the procedures provided for in this QAM, according to their chain of command, directly or through designated personnel.

* + 1. **Director**

**1**.**4.1.1** The Director shall have an understanding of the requirements of ASTM standards and ensure their compliance in the performance of work by the Organization.

**1.4.1.2** He shall ensure the organization and maintenance of a quality assurance system in accordance with the requirements of ASTM standards.

* + - 1. It is obliged to assess the competence and appoint management personnel.
      2. He is obliged to organize the provision of the necessary financial, material and labor resources and production facilities so that the Organization is able to perform the declared types of work and any additional work that may be ordered in accordance with the requirements of ASTM standards.

**1**.**4.1.5** He is obliged to conduct regular analysis of information on the functioning of the quality assurance system for the timely application of corrective and preventive measures to ensure the Organization's continued compliance with the requirements of ASTM standards.

**1.4.2 Chief designer**

**1.4.2.1** The Chief Designer is directly subordinated to the Director and is obliged to manage the activities on the organization of project development, quality control of design documentation (CD), testing procedures and other data that form the basis of an acceptable project.

**1.4.2.2** He is obliged to plan the work on the development of the project and its implementation in the production units.

**1**.**4.2.3** He is obliged to take measures to provide the production units with a set of CD necessary for the project implementation and unimpeded access to it for the relevant employees.

**1**.**4.2.4** He is obliged to control the quality of the CD and promptly respond to the needs of production for its changes and clarification to ensure that only up-to-date data is used in production and in the quality assurance system.

**1**.**4.2.5** He is obliged to take measures to ensure that the process of developing the CD is carried out by qualified personnel.

**1**.**4.2.6** He is obliged to document compliance with the requirements and to analyze and document deficiencies that occurred during the production process due to deficiencies in the **design**, to develop measures to eliminate them and prevent their occurrence in the future.

**14.2.7** It shall organize the development and maintenance of the AT maintenance manual and the definition of the necessary product information

**1.4.2.8** He/she is responsible for solving maintenance problems to maintain airworthiness of the aircraft, working in close coordination with production and quality assurance managers.

**1.4.2.9** He is obliged to coordinate technical, economic and organizational issues with related departments of the Organization in accordance with the requirements of regulatory, technical and organizational and administrative documentation to ensure rhythmic work on design and implementation of the project in production.

**1.4.2.10** The Chief Designer may delegate some of his responsibilities to a competent subordinate manager as necessary, but such delegation does not relieve him of overall responsibility.

**1.4.3 Deputy Director for Quality**

**1**.**4.3.1** The Deputy Director for Quality is directly subordinate to the Director and is obliged to manage the activities of organizing and maintaining the functioning of the Organization's quality assurance system in accordance with the requirements of ASTM standards.

**1.4.3.2** He/she shall organize the development of procedures and implement an independent quality system to monitor the Organization's compliance with the requirements of ASTM standards.

* + - 1. He is obliged to determine and monitor compliance with human factor principles implemented in the Organization.
      2. He is obliged to implement a quality audit program that includes compliance checks of all processes of the Organization, and to draw up audit plans at regular intervals and issue audit reports.
      3. He/she shall ensure that any identified shortcomings and deviations from the Organization's procedures are reported to the Director.
      4. He is responsible for the development and maintenance of QAM .
      5. He is obliged, in relation to the needs of the Organization, to approve Suppliers and Subcontractors based on the results of their evaluation to confirm the quality of products and services provided by them.
      6. It is obliged to assess the competence and issue, update and cancel approvals (authorizations) of personnel involved in product certification.
      7. He is obliged to organize a system of technical control to ensure that all inspections of all completed work are performed before it is approved for operation and that the relevant records of these inspections and tests are made accordingly.
      8. He is obliged to analyze defects in the course of work to ensure that any adverse trends are identified and information about them is sent to the Developer, the Operator and the Competent Authority in a timely manner.
      9. He is obliged to organize the collection, completion and storage of all production documentation for the manufacture and testing of AT for each specific copy.
      10. It is obliged to ensure functional communication between the Organization and the Competent Authority and other authorized organizations on all issues related to product quality assurance and functioning of the Organization's quality assurance system.

**1**.**4.3.13** The Deputy Director for Quality may delegate some of his/her responsibilities to a competent subordinate manager as necessary, but such delegation does not relieve him/her of overall responsibility.

**1.4.4 Deputy Director for Production of Aviation Equipment**

**1.4.4.1** The Deputy Director for Production of Aircraft is directly subordinate to the Director and is obliged to manage the organization of the production of aircraft up to its ground and flight tests and to take measures for the logistical support of production units in accordance with the requirements of ASTM standards.

**1**.**4.4.2** He is obliged to plan the work of production units and, through subordinate personnel, to carry out dispatching of work in order to ensure uniform workload of employees of production units.

**1**.**4.4.3** It shall take measures to provide production units with a set of design, technological and production documentation necessary for the implementation of the production program and unimpeded access to it by the relevant employees.

**1**.**4.4**.**4** He shall take measures to organize workplaces in production facilities and production areas, including office workplaces and amenity spaces, with the provision and control of the parameters of the production environment, labor protection and sanitary hygiene in accordance with the requirements of the technological process.

**1**.**4.4.5** He shall take measures to ensure that production processes are staffed by qualified personnel in accordance with the requirements of the technological process and the requirements of regulatory documentation for special technological processes.

**1**.**4.4.6** He shall take measures to provide production units with the necessary means of performing work: tools, equipment, measuring equipment, control and verification equipment, etc.

**1.4.4.7** He is obliged to take measures to ensure timely provision of production units with appropriate parts, components and materials to perform work in accordance with the planned production task.

**1**.**4.4.8** He is obliged to analyze the defects that have arisen in the process of production of the AT and the Customer's claims to the quality of products, determine the causes of their occurrence, develop measures to eliminate them and prevent their occurrence in the future.

**1**.**4.4.9** He/she shall coordinate technical, economic and organizational issues between the Organization's divisions in accordance with the requirements of regulatory, technical and organizational and administrative documentation to ensure the rhythmic operation of the JSC's production.

**1**.**4.4.10** The Deputy Director for Production of the JSC may delegate some of his/her duties to a competent subordinate manager as necessary, however, such delegation shall not relieve him/her of overall responsibility.

**1.4.5 Personnel authorized to sign official forms and the final form of the Declaration of Conformity**

**1.4.5.1** The list of personnel authorized to sign the official forms and the final form of the Declaration of Conformity includes persons authorized to put JSC products into operation

**1.4.5.2** The Deputy Director for Quality is responsible for creating, updating, reviewing and maintaining this Personnel List. Records shall be maintained for all such personnel detailing the scope of their authority within the scope of their authorization and qualifications.

| **LIST OF PERSONNEL INVOLVED IN THE CERTIFICATION** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **№** | **NAME**  **Signature** | **Position.** | **Scope of authorization powers** | **Authorization** | |
| **Number** | **Date of issue, valid until** |
| 1 | Bashtan Oleksandr Mykhailovych | Deputy Director for Production | To issue a Certificate of Authorized Transfer after the manufacture of components and structural elements | 001 | 01.01.2024  01.01.2026 |
| 2 | Oleg I. Zhovtonog | Engineer-.  technologist | To issue a Certificate of Authorized Transfer after the manufacture of components and structural elements | 002 | 01.01.2024  01.01.2026 |

**1.5 PROCEDURE FOR AMENDING THE QUALITY ASSURANCE MANUAL**

**1.5.1 General provisions**

**1**.**5.1.1** Amendments to the QAM are issued due to changes in the requirements of the Competent Authority, production changes in the Organization, based on the results of audits and documented proposals of the Organization's managers.

**1.5.1.2** Changes (new edition or revision) of the QAM may be subject to direct or indirect approval. All changes to the QAM shall be subject to approval by the Competent Authority before the delegated procedure of indirect approval (notification of changes by cover letter) is granted to the Organization.

**1.5.1.3** The delegated procedure of indirect approval may be granted by the decision of the Competent Authority not earlier than 24 months after the date of receipt of the initial Certificate of Approval. Editorial changes and revisions of QAM procedures are subject to indirect approval.

**1.5.1.4** Changes to the QAM direct approval and related procedures must approved by the Competent Authority. Such changes may be major or minor.

**1.5.1.5** Major changes require Form ROA.00050 and are approved by the stamp of the Competent Authority. Minor changes are approved by a notification letter.

**1.5.2 Responsibility**

**1**.**5.2.1** The Deputy Quality Director is responsible for developing, assessing conformity and amending the QAM, including procedures related to it, and submitting them to the Competent Authority for approval.

**1.5.2.2** The Quality Engineer is responsible for developing specific QAM procedures and changes to them, including related procedures, and submitting them to the Deputy Director of Quality for approval and approval by the Director, communicating changes to approved procedures to all QAM holders, and maintaining a history of QAM changes.

**1.5.2.3** Each QAM holder is responsible for controlling its copy of the QAM or parts thereof that are distributed to subordinate personnel

**1.5.2.4** The Deputy Chief Quality Officer shall organize an annual assessment of the QAM procedures through the internal audit process to ensure that it accurately reflects the Organization's procedures and the necessary facilities and resources

**1.5.3 procedure**

**1**.**5.3.1** The Quality Engineer prepares a cover letter and relevant sections of the QAM (modified procedures, scope of work, list of personnel involved in the certification, etc.) Any changes to the QAM are agreed upon by the Deputy Director for Quality and approved by the Director.

**1**.**5.3.2** All changes are dated and numbered; on each page, the text of the changes is indicated by a vertical line in the right margin of the page.

**1**.**5.3.3** At least the following parts of the ROE shall be sent to the Competent Authority and, upon approval, to all QAM holders:

1) Approval sheet (Section 0.1);

2) List of existing pages (Section 0.4);

3) Change registration sheet (Section 0.5);

4) new (changed or added) QAM pages.

**1**.**5.3.4** Each QAM holder shall make changes to its copy and communicate them to its staff as soon as practicable.

**1.5.4 Changes in the scope of work**

**1.5.4.1** When the Organization plans to change the approved scope of work, such changes shall be considered major and shall be submitted to the Competent Authority for direct approval. In this case, the Competent Authority decides whether a certification audit or other assessment procedure is required to determine the Organization's capability to carry out the declared scope of work (appropriate conditions, areas and facilities, qualified personnel, documentation, means of performing the work and necessary procedures). If the results of the audit or assessment are positive, the Competent Authority will approve the changes in the scope of work and the Deputy Director for Quality will organize the changes in QAM according to the procedure set out in subsection 1.5.2.

**1.5.4. 2** If the Organization plans to change the General Description of the approved scope of work by adding nomenclature (letters, numbers) of the same type of products/components (similar in design or of the same rating), such change may be recognized by the Competent Authority as minor and will be carried out with notification and subsequent approval.

**1.10.4.3** If the Organization plans to change the General Description of the approved scope of work by adding new types/ratings of products/components, such a change is considered to be a major one and requires direct approval of the Competent Authority and the procedure for assessing the Organization's capabilities (certification audit or documentation analysis).

**1.10.4.4** Upon approval of the changes to the General Scope Description, the Deputy Director for Quality will arrange for the changes to be made to the QAM according to the procedure set forth in Subsection 1.10.2.

**2.0 DESCRIPTION OF QUALITY ASSURANCE SYSTEM PROCEDURES 2.1. QUALITY ASSURANCE RECORDS**

**2.1.1 General provisions**

**2.1.1.1** The Organization's procedures provide for the maintenance of technical records (production documentation) on the work performed on the manufacture and testing of AT and their storage to demonstrate compliance with the configuration of AT.

**2.1.1.2** The responsibility for organizing the work on maintaining production documentation lies with the Head of Production of the JSC. The responsibility for controlling the compliance of the production documentation with the requirements is assigned to the Controller. The responsibility for ensuring the storage of production documentation is assigned to the Deputy Director for Quality.

**2.1.1.3** Production documentation is stored in the Documentation Records Bureau (DRB) of the Organization throughout the entire life cycle of the JSC, and in case of absence of information until a special decision of the Competent Authority.

**2.1.2 Maintaining documentation**

**2.1.2.1** All records of the work performed, including tests, are kept during their execution in the Accompanying and Presentation Cards (APC) of the established samples, which are developed and implemented by the Process Engineer. A complete set of SCCs for the production of ATs with a sample of their design constitutes a Reference AT file.

**2.1.2.2** The JPC forms contain the stages of all critical operations in which the performer checks certain parameters of the technological process or product, and operations to control the stages of the technological process by the Production Foreman and the Controller. In cases where the start and end time of the operation is controlled, the time is additionally indicated.

**2.1.2.3** Testing operations in the PCS contain permissible limits for each parameter according to the technical requirements, and the performer performs the test and records the actual values of the parameters in the presence of the Controller.

**2.1.2.4** The PKUs are identified by the serial number of a specific product to ensure its traceability in the future.

**2.1.2.5** The complete set of PCCs drawn up by the contractors, the Production Foreman and the Controller for a particular AT instance constitutes the AT File for this AT instance. In the case of any additional works and deviations that are documented (technological instructions, decisions on deviations, etc.), the relevant documents are also included in the AT File for the corresponding cards.

**2.1.2.** 6 Documents received together with the products from contractors regarding the manufacture of products or any inspections (tests), after incoming inspection, are also included in the JSC's file.

**2.1.2.7** The AT file for a particular AT is considered complete when the complete set of maps and documentation of additional work and deviations is accompanied by the Product Manufacturing Certificate, a copy of the Product Data Sheet (if applicable) and a copy of the Certificate of Authorized Transfer (EASA Form 1 or Form 8130).

**2.1.2.8** Records shall be made with an ink or ballpoint pen using ink (paste) of dark colors (black, purple, blue). The records shall be kept in neat handwriting, and common abbreviations and symbols may be used.

***Note***. It is allowed to maintain production documentation in electronic form with its subsequent printing and execution in accordance with clause 2.1.2.9.

**2.1.2.9** The signatures of the performer, Production Foreman, Controller and Production Manager of the JSC shall be identified by the surname, initials and date of signature.

**2.1.2.10** Corrections in the production documentation shall be made by crossing out so that the crossed-out text is readable, and the correct text shall be provided next to it with a separate signature of the performer and, if a control operation is provided, the signature of the Controller.

**2.1.3 Documentation storage**

**2.1.3.1** The fully completed and completed production documentation (AT File) is scanned by the Controller to make a backup copy, which will be stored in a place separate from the original. After that, the Controller passes the AT File to the Deputy Director for Quality.

**2.1.3.2** The Deputy Director for Quality shall execute the Certificate of Transfer of the JSC File (**Annex A)** and personally deliver it together with the JSC File to the DCO, where the Archivist shall check the completeness of the JSC File in accordance with the List of Documents of the JSC File and sign the Certificate of Transfer if there are no comments on completeness.

**2.1.3.3** The shall record the JSC File in the JSC File Record Book and number and date the Transfer Certificate in accordance with the record.

**2.1.3.4** The Archivist shall complete the JSC File with the original Transfer Certificate, indicate its registration number according to the JSC File Register on the cover page and accept it for storage. A copy of the Transfer Certificate shall be submitted to the Deputy Director for Quality.

**2.1.3.5** In case of temporary withdrawal of the JSC File from storage in the DBS, its return to storage shall be carried out on the basis of a new Transfer Certificate, which shall be executed only by the Controller, Deputy Director for Quality and the DBS Archivist.

**2.1.3.6** Lost or damaged production documents shall be restored from backup copies with the written permission of the Deputy Director for Quality at the request of the Customer or in order to restore the set of documents. The Deputy Director for Quality grants such permission after investigating the circumstances that caused the loss of the original document.

**2.1.3.7** Direct access to the production records stored in the DDS is allowed only with the written permission of the Deputy Director for Quality, usually at the request of the Customer or the Competent Authority for the purpose of investigating an incident, accident or audit.

**2.1.3.8** In case of termination of the Organization's activity, all production documentation for AT copies shall be transferred to the last known Customer (Owner). In case of impossibility to determine the Customer (Owner), the Competent Authority will be involved to make a decision.

**2.2 RECORDS OF CONFORMITY**

**2.2.1** The Organization's procedures provide for the provision of documentary evidence to the Competent Authority and the Operator of the conformity of the configuration of the aircraft and its readiness for safe operation.

**2.2.2** The completed and fully completed Aircraft File, Component Manufacturing Data Sheets, Component Data Sheets, including those for the engine and propeller, the completed Aircraft Form containing information on the configuration of the aircraft, components installed on it, the designated and overhaul life and service life of the aircraft, as well as components with limited life and service life, documented acceptance of the aircraft by the Controller and the management of the Organization, is the basis for the execution of the Aircraft Conformity Statement - Form 52 (**Annex B**).

***Note.*** Form 52 entitles the holder of the relevant approval of the Operator's organization to exercise the authority to obtain an Airworthiness Certificate for an individual aircraft from its Competent Authority.

**2.2.3**  After performing the appropriate maintenance (MRO) for the transfer of the aircraft to service, the personnel involved in the certification shall issue a Transfer to Service Certificate - Form 53 (**Annex C)**, which indicates that the specified work has been completed and, with respect to this work, the aircraft is considered ready for transfer to service and is therefore in a condition suitable for safe operation.

**2.2.4** When an aircraft component is transferred into service, the personnel involved in the certification shall issue an Authorized Transfer Certificate - EASA Form 1 (**Annex D)** or Form 8130.

***Note.*** The Organization is entitled to issue EASA Form 1, Form 8130, Form 52 and Form 53 after obtaining Approval as a manufacturer from the relevant Competent Authority.

**2.2.5**  Prior to obtaining the Approval as a manufacturing organization from the Competent Authority, the Organization shall issue a Certificate of Quality (Conformity) for the SAR or other finished products, which declares that the products delivered to the Customer comply with the technical specifications used by the Organization and which contains at least the following information:

1) type of aircraft or component;

2) data on the engine and propeller;

3) modifications and/or service bulletins have been implemented;

4) airworthiness guidelines are met;

5) deviations or restrictions in operation;

6) the last maintenance has been performed;

7) other necessary additional information;

8) a statement of compliance with the standard design and technical specifications, taking into account the information contained in paragraphs 2) - 7) of this list;

9) a statement of suitability for safe operation.

**2.2.6** The Certificate of Quality (Conformity) is issued by the Deputy Director for Quality and handed over to the Operator (Owner) together with the AC or component. A copy of the Certificate of Quality (Conformity) shall be included by the Deputy Director for Quality in the Aircraft File, which is stored in the DOD.

**2.3 PRODUCT CONFIGURATION CONTROL, DOCUMENT CONTROL AND CHANGE MANAGEMENT**

**2.3.1 General provisions**

**2.3.1.1** The Organization's procedures provide for the availability of all necessary technical and regulatory documentation required to perform work in accordance with the scope of the Organization's activities.

**2.3.1.2** Responsibility for organizing the processes of developing, recording, storing, distributing and amending documentation is assigned:

1) design documentation (CD) - for the Chief Designer;

2) technological documentation (TD) - to the Deputy Director for Production of JSC;

3) regulatory documents (RD) - to the Deputy Director for Quality.

**2.3.1.3** The processes for developing, implementing, and amending documentation are carried out in accordance with procedures:

1) SO.02.01.T - for CD;

2) SO.03.01.T - for TD;

3) SO.00.02.T - for NDs and technical text documents.

**2.3.1.4** Due to the fact that the Development Organization and the Manufacturing Organization are entities of the same group of companies, the interaction between them is regulated by the procedures SO.02.05.Т

**2.3.1.5** Accounting, storage and distribution of technical and ND is carried out in accordance with the procedures SO.00.02.T and SO.00.04.T.

**2.3.2 Types of documentation**

**2.3.2.1** All documentation used by the Organization in the course of work performance is divided into the following types:

1) PD of the Competent Authority and authorized organizations;

2) technical documentation for components received from their Developer/ Manufacturer/ Certificate Holder of the Type ;

3) internal technical and scientific documentation developed by the Organization.

**2.3.2.2 Regulatory documents of the Competent Authority and authorized organizations**

This documentation includes documents such as Aviation Regulations, international and intergovernmental standards, instructions, guidance and explanatory materials, airworthiness directives (ADs), etc. Such documentation is usually available on the website of the Competent Authority or an authorized organization.

**2.3.2.3 Technical documentation for components received from their Designer/ Manufacturer/ Type Certificate Holder**

**2.3.2.3.1** This documentation includes: design documentation (electronic models, drawings, diagrams, specifications), illustrated catalogs of parts, technologies, etc. Such documentation is received in electronic form and is accounted for in accordance with SO.00.04.T.

**2.3.2.3.2** The Organization may modify the documentation of the Type Designer/ Manufacturer/Holder if it can be demonstrated that the results of such modification are equivalent or exceed the established requirements and the developer of such documentation is notified.

* + - * 1. Modified documentation is used only in the following circumstances:

1. when the procedures of the Developer/Manufacturer can be performed with greater practical result or in a more efficient way,

and/or

2) when the procedure of the Type Certificate Holder cannot be performed according to the current documentation.

**2.3.2.3.4** If such a modification is necessary, the responsibility for the development of new documentation lies with the Chief Designer.

**2.3.2.3.5** The Chief Designer is also responsible for informing the documentation developer of such a modification, after which the modified documentation shall be implemented if it can be demonstrated that

1) no objections on technical issues were received from the developer of the documentation;

2) the requirements of the documentation are fulfilled under the supervision of the Process Engineer and/or an independent inspector from the developer of the documentation

**2.3.2.3.6** The agreed modified documentation shall be implemented according to the procedures in SO.02.01.T.

**2.3.2.4 Internal documentation**

**2.3.2.4.1** The Organization develops and issues internal documents that are necessary for the production of AT taking into account the specifics of its own production. The types of documents in force in the Organization are set out in SO.00.01.Т.

**2.3.2.4.2** Internal documentation includes:

1) to the technical documentation:

a) electronic model, drawings, specifications;

b) technology, technological instruction;

c) the form of the accompanying presentation card;

d) the form of the product manufacturing passport;

f) technological instruction;

g) technical description;

h) operation manual, maintenance manual, flight manual, etc;

2) regulatory documents:

i) Quality Assurance Manual (QAM);

j) QAM-related regulatory documents, including the Production Organization Manual (POE);

k) regulations on the Organization's subdivisions;

l) job descriptions of the staff.

**2.3.2.4.3** All internal documentation is issued and maintained electronically in accordance with the procedures in SO.02.01.T, SO.03.01.T and SO.00.02.T.

**2.3.3 Issuance of documentation**

**2.3.3.1** The CD of a particular project shall be deemed completed when the documents are adopted by the decision of the Change Review Committee, which confirms that the CD contains the following documents:

1. Product documentation;
2. Design and construction documents for the project;
3. Evidentiary CD proving the product's compliance with certification requirements;
4. repair CD;

5) other CD.

**2.3.3.2** The project output contains:

1. data to support the purchase of raw materials, supplies, and components;
2. data to support production:
   1. necessary drawings;
   2. Criteria for parts control;
   3. product acceptance criteria;
   4. data for testing the product;
3. data to ensure that the product is repaired;
4. product operating conditions;
5. storage conditions of the product;
6. requirements for packaging and transportation of the product;
7. product service life;
8. data to ensure the maintenance of the product;
9. restrictions applied;
10. other necessary information.

**2.3.4 Documentation management**

**2.3.4.1** All documentation implemented in the Organization, is identified (numbered) in accordance with SO.00.03.T, accounted for and compiled in the Documentation List in accordance with SO.00.04.T and updated as documentation is received or withdrawn in accordance with SO.00.02.T. Responsibility for monitoring the relevance of documentation in the Organization as a whole is assigned:

1) under the design contract - for a design engineer;

2) for the technical department - for a process engineer;

3) for R&D - for a Quality Engineer

**2.3.4.2** Each structural subdivision of the enterprise is provided with access to the documentation that it needs to carry out production activities. Determination of the need for access to technical documentation is carried out by the Process Engineer, and to ND - by the Quality Engineer.

**2.3.4.3** All originals of documents received by the Organization from external sources on paper, originals of internal documents, as well as amendments thereto, shall be stored in the EDM in paper form.

**2.3.5 Approval or modification of documentation**

**2.3.5.1** The technical documentation referred to in clause 2.3.2.3.2 of this QAM is considered approved if no objections on technical issues are received from the Competent Authority**.**

**2.3.5.2** All changes to the documents are approved according to the procedures similar to those for the documents themselves.

**2.3.5.3** Changes are implemented and accounted for in accordance with procedures SO.03.01.T and SO.00.02.T and access to them is granted to all subscribers who have been granted access to the document to which the changes are made, respectively.

**2.3.6 Documentation audit**

The responsibility for organizing periodic checks of the documentation used in production lies with the company:

1) technical documentation - for the Process Engineer when verifying compliance with the requirements of the technological process;

2) ND - for the Quality Engineer when conducting internal audits of the quality system.

**2.4 CONTROL OF CRITICAL SPECIAL PROCESSES AND EQUIPMENT**

**2.4.1 General provisions**

**2.4.1.1** The Organization's procedures provide for control over the results of special technological processes and the technical condition of work performance tools (equipment, technological equipment, devices, tools, etc.).

**2.4.1.2** A special manufacturing process is a manufacturing process whose results cannot be verified by subsequent control or measurement, and deficiencies can be detected only during the use (operation) of the product. The organization uses indirect control methods, namely witness samples, to control such production processes.

**2.4.1.3** The Process Engineer is responsible for determining the list of special technological processes used in the Organization and its timely updating.

**2.4.1.4** The technical condition of the means of work performance (SWP) directly affects the quality of products and the safety of JSC operation, therefore the Organization maintains the SWP used in production in proper technical condition.

**2.4.2 Control of special technological**

**2.4.2.1** The following special technological processes are used in the Organization for the production of AT:

1) molding parts from composite materials;

2) coloring;

3) welding;

4) soldering.

**2.4.2.2** In the List of technological processes of the Organization and on the cover pages of technological documentation, special technological processes are marked with the inscription "Special".

**2.4.2.3** Each technology for special technological processes, in addition to visual inspection, contains operations for quality control of the performed operation:

1) for molding and painting - mechanical testing of witness samples for bending and impact;

2) for welding and brazing - mechanical testing with calculated forces.

**2.4.2.4** All critical parameters of special technological processes shall be registered in the PQS for the corresponding product under the signature of the performer, the Production Foreman and the Controller.

**2.4.2.5** When performing special technological processes, the parameters of the production environment shall be recorded in the Logbook of the parameters of the production environment.

**2.4.3 Control of the means of performing work**

**2.4.3.1 General provisions**

**2.4.3.1.1** To perform the work on the production of AT, the tools and equipment recommended by the Developer shall be used.

**2.4.3.1.2** The Process Engineer is responsible for developing appropriate lists of necessary tools and equipment to be used in the production of the AT.

* + - * 1. All tools and equipment are classified in this way:

1) standard - made according to general standards;

2) special - manufactured in accordance with the standards of the Developer/ Manufacturer;

3) alternative - those with technical characteristics not worse than those recommended by the Developer/ Manufacturer;

4) calibrated (verified) - those that must be periodically checked for the accuracy of their readings by special reference equipment.

**2.4.3.1.4** Responsibility for tools and equipment used in the production unit of a JSC's production lies with the heads of these units. The availability of tools and equipment to the work performers and their serviceability ensures that they are always ready for use for high-quality work.

**2.4.3.2 Acceptance procedure for tools and equipment**

**2**.**4.3.2.1** In the process of acceptance, the Controller together with the Storekeeper checks the following:

1) compliance with the Application;

2) the condition of the packaging, the presence of damage during transportation;

3) availability of accompanying documentation (Form, Passport, Label, etc., including, if applicable, Service Manual, Operation Manual, etc;)

4) availability of certificates, test results, calibration (verification) certificates, repair records;

5) individual labeling;

6) service life and/or remaining service life;

7) completeness and quantity.

**2.4.3.2.2** In case of positive results of the incoming inspection, the Storekeeper shall register the conclusion on the suitability of the products in the Logbook of the results of the incoming inspection of products (**Appendix E)**.

**2.4.3.2.3** The storekeeper places the conditioned tools and equipment in the appropriate place in the storeroom and enters it in the Work Equipment List (**Appendix F**).

**2.4.3.2.4** Oversized equipment is installed in production units with a securely attached Conditioned Equipment Label (**Appendix G)**, which contains information on the date of the next service (calibration, verification) of the equipment. A Conditioned Equipment Label (**Appendix H**) is attached to tools and oversized equipment.

**2.4.3.2.5** Acceptance of tools and equipment manufactured by the Organization's own production is carried out similarly to the procedure for acceptance from an external Supplier, but additionally checks its compliance with the requirements of the Order and the documentation of the Developer/ Manufacturer. In this case, the Process Engineer develops, draws up and submits the necessary supporting documentation (form, passport, label) to the production, and the Equipment Developer develops and submits a technical description, drawings, operating instructions, maintenance manual, test results, calibration certificate, etc.)

**2.4.3.2.6** Tools and equipment that are used infrequently may be temporarily rented from a third-party organization. To ensure the quality of work, tools and equipment are accepted by the Organization in accordance with the requirements of this section and registered in the Temporary Register of SRM in accordance with the procedures SO.08.03.T.

**2.4.3.3 Identification of tools and equipment**

**2**.**4.3.3.1** Identification of each item of tooling and equipment received by the production units shall be carried out by these units in accordance with SO.08.03.T. procedures.

**2.4.3.3.2** Marking is carried out by mechanical, electromechanical or electrographic means for metal radiation sources. For other radiation sources, identification labels are used.

**2.4.3.3.3** The marking shall be applied to the non-operational surface of the radiation source in such a way that it is easily accessible for familiarization with the information. The identification number contains information on the production unit, the person in charge and the registration number.

**2.4.3.3.4** For each workplace where tools and/or equipment are used, a Workplace Passport is maintained, which contains a List of individually labeled tools and equipment. This List is checked by the worker daily before starting and after finishing the work, and by the Unit Controller once a month.

**2.4.3.4 Verification (calibration) of work performance tools**

**2.4.3.4.** 1 The Organization's procedures provide for the use of SDMs that are verified (calibrated) and properly identified. The verification (calibration) interval and accuracy are specified in the technical documentation of their Manufacturer.

**2**.**4.3.4.2** The structural units of the Organization have developed lists of all the RMS containing measuring instruments and/or subject to verification (calibration) and used by the unit. Responsibility for updating these lists lies with the heads of the relevant structural units.

**2.4.3.4.3** Technical means of metrological support of aviation production of the Organization include:

1) working FTAs approved for use in the Organization;

2) Test and control measuring instruments with standardized metrological characteristics;

3) indicator FTAs;

4) benchmark FTAs.

**2.4.3.4.4** Records of verification (calibration) are stored in the passports of the respective measuring instruments or measuring devices, the responsibility for the storage of which lies with the heads of the structural units where these instruments are used.

**2.4.3.4.5** The passport for radiation sources contains the following information:

1) name and type;

2) location (application);

3) serial number;

4) main technical characteristics (measurement limits, division price, accuracy class or measurement error, etc;)

5) frequency of verification (calibration).

***Remark***. The means of performing the work shall have a serial number or designation of the manufacturer. In the absence thereof, the Organization shall identify them with its own number.

**2**.**4.3.4.6** During the operation of work performance tools , the passports shall record the verification (calibration), maintenance and repairs performed, and indicate the date of the next verification (calibration). The structural unit that operates the work performance tools shall ensure the storage of the passports.

**2.4.3.4.7** Work performance tools that have metrological characteristics are allowed for use only if they are verified (calibrated). They shall not be stored together with locksmith tools.

**2.4.3.4.8** The operation of the means of performing work is carried out in accordance with the requirements of the technical documentation for this type. The place of operation can be any workplace that meets the operating conditions and excludes environmental influences and impact on the accuracy of the readings.

**2.4.3.4.9** Work performance tools may be used by an employee who has familiarized himself with the rules for their use and is authorized to perform the relevant work. He is responsible for the correct use and storage of work tools.

**2.4.3.5 Verification and calibration schedule**

**2.4.3.5.1** The terms of verification and calibration of the work performance tools that are in operation and in storage are determined by the Schedule of periodic calibration (verification) of the CMM for the current year (**Annex I**). The schedule is developed by the Process Engineer with a breakdown by type of measurement and approved by the Deputy Director for Quality.

**2.4.3.5.2** The responsibility for compliance with the terms of periodic calibration (verification) lies with the heads of the structural units in which the work performance tools are operated. Responsibility for the organization of work on calibration (verification) of the means of performing work is assigned to the Deputy Director for Quality.

**2**.**4.3.5.3** Changes to the Schedule of periodic calibration (verification) of CMMs shall be made by the Process Engineer on the basis of documented information on their transfer from one unit to another unit or on their reservation.

**2.4.3.6 Delivery of the means of performing work for verification (calibration)**

**2.4.3.6.1** Delivery of the measuring **instruments** to the Controller for calibration (verification) is organized by the head of the unit. SDGs are delivered in a complete set, with all adjacent blocks, adapters and other components that make up the measuring set.

**2.4.3.6.2** The controller shall keep records of acceptance for calibration (verification) and transfer to the storehouse after calibration (verification) of the CMM, where the signatures of the persons who delivered, accepted, issued and received the CMM are identified.

**2.4.3.6.3** CMMs that are not delivered for calibration (verification) within the time limit according to the Schedule are considered unfit for use and are withdrawn from production.

**2.4.3.6.4** If the measuring instruments are delivered to calibration (verification) later than the deadline specified in the Schedule, the head of the unit shall provide a documentary justification of the reason for the delay and a list of products that were delivered between the deadline according to the Schedule and the date of actual delivery of the measuring instruments for calibration (verification).

**2.4.3.6.5** If, after calibration (verification) of the measuring instruments specified in clause 2.4.3.6.4, their accuracy is confirmed, they shall be transferred to the structural unit after the documentation is completed.

**2.4.3.6.6** If, after calibration (verification) of measuring instruments specified in clause 2.4.3.6.4, it is found that they do not meet the technical requirements, the products that were delivered between the period according to the Schedule and the date of actual delivery of the measuring instruments for calibration (verification) shall be rechecked by another conditioned means of performance.

**2.4.3.6.7** If SRM are included in the list subject to state verification, the Organization shall conclude an agreement with an organization authorized to perform these works and deliver SRM to it in strict accordance with the Schedule.

**2.4.3.7 Calibration and verification of work performance tools**

**2.4.3.7.1** SDMs shall be subject to initial, periodic and extraordinary calibration (verification) to ensure appropriate measurement accuracy.

**2.4.3.7.2** Initial calibration (verification) is carried out when the measuring instruments are put into operation after their production (repair).

**2.4.3.7.3** For the test equipment, the primary calibration (verification) is required:

1) to the developer (for prototypes);

2) to the manufacturer (for mass production);

3) the Organization when using special equipment.

**2.4.3.7.** 4 Extraordinary calibration (verification) is carried out during operation and storage of CMMs (regardless of the terms of their periodic calibration (verification), if:

1) they are put into operation after long-term storage;

2) calibration (verification) intervals are adjusted;

3) the calibration (verification) stamp, seal, label is damaged or missing, or documents confirming the periodic calibration (verification) are lost;

4) make sure it is in good working order (changes in operating conditions, overload, etc.);

5) a decision was made send it for repair.

**2.4.3.7.** 5 The frequency of calibration (verification) of the CCD may be adjusted upward or downward depending on the results of statistical analysis of information on their failure during operation. Such a change is formalized by a Technical Act signed by the Controller, Process Engineer, Chief Designer (or Deputy Director for Quality) and approved by the Deputy Director for Production of JSC.

**2.4.3.7.6** Persons who have undergone special training are allowed to calibrate (verify) the CMM.

**2.4.3.7**.**7** The results of calibration (verification) are documented in the CMM passport by a record of calibration (verification) with a conclusion on suitability for use: "Suitable", "Not suitable". The record is confirmed by the signature of the person who carried out the verification (calibration).

**2.4.3.7.8** The Controller shall make a note with the date in the Schedule of periodic calibration (verification) of the CMM. The SDS is considered to be suitable for operation if it is available:

1) a certificate or attestation and a stamp or seal of calibration (verification) by an authorized organization;

2) an imprint of the stamp on the instrument of the person who performed the calibration (verification), as a rule, on panel-mounted pointer instruments;

3) information in the form of a label, which is drawn up by the person who carried out the calibration (verification).

**2.4.3.7.9** For identification of calibration (verification) of CMMs are used:

1) a label of the conditioned means of performing work (equipment);

2) a label of a substandard work product.

Entries in the labels are confirmed by the signature of the person who performed the calibration (verification).

**2.4.3.7.10** Calibration (verification) certificates (certificates) issued by authorized organizations shall be kept together with the passports of the respective measuring instruments. If the results of calibration (verification) are drawn up, the protocols are transferred to the units that operate the means of performing the work.

**2.4.3.8 Reservation of means of performing work**

**2.4.3.8.1** Measurement devices that have not been involved in the production process for some time are placed in reserve on the basis of information from the head of the structural unit. If stored in conditions that ensure their suitability for use, they may not be subjected to periodic calibration (verification).

**2.4.3.8.2** Such **measuring** instruments are withdrawn from production and transferred the storage room. In the Schedule of periodic calibration (verification), an entry "Reserve" is made and the date from which the CMM is in reserve is indicated.

**2.4.3.8.3** When CMMs that have been in reserve are put into production, they must be calibrated (verified) and the date of the next calibration (verification) is set in the Schedule of periodic calibration (verification).

**2.4.3.9 Storage of work tools**

**2.4.3.9.1** Measuring instruments are stored on separate racks and must be in individual containers (covers) or in dust and moisture-proof packaging. The gauges are waxed.

**2.4.3.9.2** Lever systems, spring mechanisms and springs are in a free state during storage. Pressure gauges are stored in a separate closed container.

**2.4.3.9.3** In the process of storage of SRW , periodic monitoring of storage conditions and their condition regarding damage, corrosion, etc. is ensured.

**2.4.3.9.4** Transportation of CMMs after the next calibration (verification) involves measures to prevent the impact of negative external factors (shock, dust, moisture, temperature, etc.).

**2.5 MATERIAL CONTROL**

**2.5.1 General provisions**

**2.5.1.1** The Organization's procedures provide for the inspection of any products (articles, components, materials and equipment) received by the Organization from the Suppliers and its acceptance (incoming control) prior to use in the production of JSC or prior to transfer for storage in the Organization's warehouses.

**2.5.1.2** All products received by the Organization from the Suppliers through the VMT shall be placed by the Storekeeper in the quarantine zone of the warehouse. Responsibility for the storage of products in the quarantine zone of the warehouse shall be borne by the Warehouseman of the respective warehouse.

***Note 1***: Quarantine zone is an area of the warehouse that has limited access (fenced off or otherwise restricted, which makes it impossible to accidentally enter it), marked with a yellow sign with the inscription "QUARANTINE ZONE" and is intended for incoming inspection of products before transferring them to the warehouse for storage

***Note 2.*** If the products are large in size and cannot be located in the quarantine zone of the warehouse, such products are identified by a yellow Quarantine Label (**Appendix J**) and access to them is restricted in accordance with Note 1 to this paragraph.

**2**.**5.1.3** All products received from the Suppliers or manufactured in-house shall be recorded by the Storekeeper in the Logbook of the results of incoming product control (**Appendix E).**

**2.5.1.4** The responsibility for conducting incoming inspection of products for compliance with the technical data specified in the regulatory documentation (state, interstate, industry standards) or in the documentation of the Developer/Manufacturer is assigned to the head of the Organization's department in which the incoming inspection is carried out. The responsibility for the results of the incoming inspection and the conclusion on its results lies with the Controller.

**2.5.1.5** Requirements for incoming inspection of radiation sources are set forth in the accompanying documentation (operating manual, maintenance manual, form, passport).

**2.5.1.6** Aircraft components manufactured by certified Manufacturers shall be accepted in the presence of the relevant supporting document of the original Manufacturer (EASA Form 1 or Form 8130, Form, Passport, Label).

**2.5.1.7** The Organization has adopted the following distribution of single-use products:

1) any products that are defined by the AT Developer/Manufacturer as single-use products and are not subject to reassembly in the future;

2) materials provided for the manufacture of JSC components;

3) consumables that are used only once (grease, paint, sealant, etc.);

4) raw materials that, after processing (treatment), are transformed into a part of the AT or its component (metal, fabric, rubber, foam, etc.).

Such products can be accepted if the Manufacturer has a Certificate of Quality (Certificate of Conformity).

**2.5.2 Input control**

**2.5.2.1 Acceptance of products, components and materials**

**2.5.2.1.1** Upon receipt of products, components, materials, the Storekeeper shall register them in the Logbook of the results of incoming product control, where he shall enter the following information:

1) date of receipt

2) name of the Supplier

3) product name;

4) product designation (drawing number, standard, technical specifications, etc.);

5) batch number (if applicable);

6) serial number (if applicable);

7) quantity;

6) an accompanying document (certificate).

**2.5.2.1.2** The storekeeper places the products in the quarantine area of the warehouse for incoming control and is responsible for preliminary incoming control to confirm compliance with the technical condition of the products: packaging integrity, completeness, availability of accompanying documents. Preliminary incoming control is carried out by visual inspection of the products on the basis of accompanying documents.

**2.5.2.1.3** If the results of the preliminary incoming inspection are positive, the Storekeeper shall call the Controller to conduct and formalize the results of the final incoming inspection

**2.5.2.1.4** The controller performs the following during the incoming inspection:

1) checks the availability of supporting documentation from the original Manufacturer (EASA Form 1 or Form 8130, Form, Passport, Label, Certificate of Quality (Conformity) for materials);

2) inspect the products to detect signs of mechanical damage;

3) check the correspondence of the drawing number in the Purchase Order and on the product itself;

4) check the remaining service life and/or shelf life in the accompanying documentation.

**2.5.2.1.5** If the products specified in clause 2.5.1.7 are not supplied to the Organization from the direct Manufacturer, such products may be accepted if a photocopy of the Quality Certificate (Certificate of Conformity) from the Manufacturer is available, which bears the original signature and seal of the Supplier.

**2**.**5.2.1.6** During the incoming inspection of products from external Suppliers, the Controller shall check the following:

1) for aircraft components:

1. availability of information about the Supplier;
2. condition of the packaging, damage during transportation;
3. availability of EASA Form 1 or Form 8130, Formulary, Passport, Label;
4. compliance with the Application;
5. service life and storage;
6. individual labeling;
7. completeness and quantity.

2) for standardized products and single-use products (clause 2.5.1.7):

h) availability of information about the Supplier;

1. condition of the packaging, damage during transportation;
2. availability of the Certificate of Quality (Conformity) from the Manufacturer and, if necessary, the original signature and seal of the Supplier;
3. compliance with the Application;
4. shelf life;
5. individual labeling;
6. quantity.

**2.5.2.1.7** If the regulatory or technical documentation contains requirements for product testing during incoming inspection and/or non-destructive/destructive testing, the Organization shall carry out such tests by its own production or engage Contractors who have the appropriate authority to do so. The results of such tests shall be recorded in the relevant production documentation of the Organization or provided by the Contractor.

**2.5.2.1.8** In case of positive results of the incoming inspection, the Storekeeper registers the conclusion on the suitability of the products in the Logbook of the results of the incoming inspection of products, the Controller certifies the record with his signature and the Storekeeper draws up a Product Nomenclature Label (**Appendix K)**, which is attached by the Storekeeper to the products or to its packaging or to the storage unit.

**2.5.2.2 Deviations of products, components, materials**

**2.5.2.2.1** Products are considered non-conforming if:

1) the accompanying documents do not specify the direct Supplier or do not trace the origin from the direct Manufacturer;

2) the packaging clearly does not correspond to the Manufacturer's packaging or the products are damaged;

3) there are no supporting documents certifying the quality of the products;

4) the type of product does not correspond to the Application;

5) the service or storage period has expired;

6) no individual labeling;

7) the completeness or quantity does not correspond to the Application;

8) during testing or non-destructive/destructive testing, the products do not meet the parameters established by regulatory or technical documentation.

**2.5.2.2.2** In case of visual detection of non-compliance or damage to products during the preliminary incoming inspection, the Storekeeper shall immediately notify the VMTP Chief and the Controller.

**2.5.2.2.3** For substandard products, the Storekeeper shall draw up a Product Non-Conformity Report (Annex **L**), which indicates the reason for the product rejection. If the products are rejected based on the results of tests or non-destructive testing, the relevant production documentation with the parameters of tests or non-destructive testing shall be attached to the Product Rejection Report.

**2.5.2.2.4** Products that are rejected for acceptance remain in the quarantine zone until the final decision is made, namely

1) corrective actions will be taken to bring it into compliance;

2) repeated tests, non-destructive/destructive testing will be carried out;

3) will be returned to the Supplier;

4) will be recognized as substandard for aviation production with further use for economic purposes;

5) will be disposed of.

**2.5.2.2.5** Products recognized as non-conforming may be transferred from the quarantine zone only on the basis of a relevant document with a decision on their further use. The name, number and date of issue of such a document shall be recorded by the Storekeeper in the Logbook of incoming inspection results. In order to prevent the entry of non-conforming products into the JSC's production, the Storekeeper shall conduct daily control of the quarantine zone.

**2.5.2.2.6** If, as a result of the applied corrective actions or repeated tests, the products are recognized as conditioned, the Storekeeper shall act in accordance with clause 2.5.2.1.8 of this QAM.

**2.5.2.2.7** If, after the applied corrective actions or repeated tests, the products cannot be recognized as conditioned and a decision is made to return them to the Supplier or to dispose of them, the Warehouseman shall proceed as follows:

1) make an appropriate entry in the Logbook of the results of the incoming control and submit it to the Controller, who certifies the entry with his/her signature;

2) together with the Controller, draws up a red label Label of non-conforming products (**Appendix M**) and attaches it to the non-conforming products;

3) moves substandard products to the isolator of nonconforming products;

4) register the substandard products in the Register of the isolator of non-conforming products (**Appendix N**), indicating the number of the Report on non-conformity of products and other supporting documents.

**2.5.2.2.8** Nonconforming products may removed from the Nonconforming Product Isolator only on the basis of a document certifying that the products are returned to the Supplier or sent for disposal. In this case, the Nonconforming Product Label shall remain on the product and be sent with it, and the Nonconforming Product Report with the relevant production documentation shall be stored in the warehouse for at least three years.

**2.5.2.2.9** If a decision is made to withdraw non-conforming products from aviation production for use for economic purposes, such products shall be transferred to another storehouse in accordance with the established procedure and shall not be identified by the Product Nomenclature Label or the Nonconforming Product Label.

**2.5.2.2.10** The Controller shall notify the Deputy Director for Production of the JSC of all cases of rejection of non-conforming products by means of an official note for the appropriate adjustment of the production plan.

**2.6**

**2.6.1 General provisions**

**2.6.1.1** The Organization's procedures provide for inspections (acceptance control, including the necessary types of tests) of all products and components received by the Organization and products manufactured in-house, as well as flight tests of the aircraft after completion of all work on its manufacture.

**2.6.1.2** Acceptance inspection and testing of products and components shall be performed only with the participation of the Controller, who is responsible for evaluating its results.

**2.6.1.3** The responsibility for organizing flight tests of the aircraft lies with the Chief of the Engineering and Aviation Service (EAS), and the responsibility for evaluating the test results lies with the Test Pilot.

**2.6.2 Procedure for acceptance inspection of products and components**

**2.6.2.1** During the acceptance control, the Controller checks each product and component received by the Organization and each product manufactured by the Organization's own forces. The inspection provides assurance:

1) compliance of the product or component with the supply or production documentation, technological requirements and drawings;

2) in the unambiguous identification of a product or component as fit for use;

3) the performance of the product or component in accordance with the requirements of the technical documentation.

**2.6.2.2** The inspection may be carried out in accordance with the requirements of the design and/or process documentation:

1) by visual inspection (bonding integrity, absence of damage, cleanliness of the surface treatment, etc;)

2) by witness samples (bending, impact);

2) instrumental method (measurement of size, backlash, deflection angle, etc.);

3) performance testing in accordance with the parameters specified in the documentation of the Component Developer/Manufacturer.

**2**.**6.2.3** In case of positive results of the product acceptance control, the Head of Production of the JSC draws up the corresponding Product Manufacturing Passport and submits it to the Controller for registration. After that, the product/component is transferred to the storage room for storage for further use in the manufacture of aircraft.

**2.6.2.4** If during the acceptance control doubts arise regarding the condition of the product or component, and the appropriate equipment for a more detailed inspection is not available in the Organization, the Deputy Director for Production of JSC shall organize an inspection in an organization that has the appropriate authority and can perform the appropriate control and confirm its results in documents.

**2.6.3 Production flight test procedure**

**2.6.3.1** Production flight tests (flight tests of the 3rd category) are performed on an aircraft, all manufacturing work on which has been completed in full in accordance with the technological documentation and the Aircraft Manufacturing File is fully completed, both for the performance of work and for its control.

**2**.**6.3.2 The aircraft** is transferred for production flight tests signed by the Deputy Director for Production of JSC in the Aircraft Transfer Card (**Appendix O**).

**2.6.3.** 3 The Head of the IAS inspects the aircraft, gets acquainted with the Aircraft Case and, if the results are positive, accepts the aircraft for safe keeping by signing the Aircraft Transfer Card.

**2**.**6.3.4** To organize production flight tests, the IAS Chief shall perform the following:

1) determine the date and time of the tests;

2) determine the Test Pilot;

3) determine the person who will participate in the flight test as an Observer;

4) familiarize the Test Pilot and Observer with the Production Flight Test Program;

5) organize maintenance and pre-flight preparation of the aircraft;

6) draws up Test Flight Task in accordance with the Flight Test Program, indicating the name of the Test Pilot and Observer;

7) inform the Test Pilot about the meteorological conditions in the test flight area.

**2.6.3.** 5 The test flight shall be performed in accordance with the Test Flight Task according to the procedures contained in the Flight Test Operations Manual (FTOM).

**2**.**6.3.6** After the test flight , the Test Pilot shall record in the Aircraft Logbook his comments on the controllability of the aircraft and the operation of its equipment and systems, and determine the need for a second test flight after the deficiencies have been eliminated.

**2.6.3.7** If the test flight is completed without any comments or if, after the elimination of minor deficiencies, a second test flight is not required, the Test Pilot shall draw up a Test Flight Card (**Annex P)**, which is the basis for the personnel involved in the certification to draw up an Aircraft Conformity Statement - Form 52 for submission to the Competent Authority.

**2.6.3.8** The organization may subcontract a Test Pilot from another organization or hire an individual with the appropriate authority to conduct test flights on this type of aircraft.

**2.6.4 Procedure for completing the CIT kit**

**2.6.4.1** If the agreement with the Customer provides for the transfer of the aircraft or its components in the form of a KIT kit, the Organization shall not perform production flight tests.

**2.6.4.2** Each product and component included in the CIT kit shall be tested in accordance with Section 2.6.2 of this QAM.

**2.6.4.3** The product, component, or UAS shall be fully assembled, checked for serviceability, weighed, and, for UAS, additionally centered and leveled. Propellers shall be balanced prior to the performance test.

**2.6.4.4** After inspection by the Work Controller in accordance with clause 2.6.4.3 of this QAM, the product, component or SAR shall be disassembled, packed together with the accompanying documentation and the identification of the transport container.

**2.7**

**2.7.1 General provisions**

**2**.**7.1.1** The Organization's procedures provide for the identification of products manufactured or purchased by the Organization for the purpose of further traceability in operation and technical support.

**2.7.1.2** Product identification is carried out at the following stages of production:

1) during the incoming inspection of products received by the Organization;

2) in the process of manufacturing structural elements of JSC;

3) in the process of final assembly of components and aircraft;

4) when a structural element, component, or aircraft is put into operation.

**2.7.1.3** Identification is carried out by the following methods:

1) upon receipt of products by the Organization, registration of products in the Logbook of incoming inspection results and registration of the Product Nomenclature Label in the Organization's warehouse and in the warehouse of the relevant unit in accordance with SO.08.04.Т;

2) execution of the cards of the Supporting and Presentation Documentation (SPD) and Manufacturing Passports during the manufacture of structural elements of JSC and final assembly and testing of components in accordance with SO.03.01.T;

3) labeling of finished structural elements of aircraft, components and aircraft in accordance with SO.08.05.T;

4) labeling of work performance tools (tools, equipment, technological equipment, measuring equipment) used in the production of AT, in accordance with SO.08.03.Т;

5) preparation of numbered documentation (labels, passports, forms) upon delivery to the Customer;

7) registration of the Label of non-conforming products in accordance with SO.08.06.Т or the Quarantine label in accordance with SO.08.04.Т.

**2**.**7.1.4** The identification accepted by the Organization may be supplemented by any other information deemed appropriate by the Competent Authority.

**2**.**7.1.5** Responsibility for product identification lies with the heads of the relevant departments, and for controlling the availability and correctness of identification with the Controllers.

* + 1. **Identification of structural elements of the AT in the production process**
       1. In the production of aircraft structural elements according to manufacturing technologies, the identification of each structural element of the aircraft is carried out by assigning an individual number, which is determined by the Accompanying and Presentation Documentation (APD). The procedure for the development and implementation of the SPD is set out in SO.03.01.T.
       2. Prior to the commencement of work on the manufacture of structural elements of the aircraft, the Head of Production of the aircraft shall issue an individual Accompanying and Bearer Card (ABC) for each structural element of the aircraft, which shall indicate the identification number of the structural element.

**2.7.2.3** The identification number shall be assigned in the format ANG-ХХХХХХХХ-ХХХХ-ХХХХ, where:

ANG - three Latin letters, the designation of the Organization;

XXXXXXXXX - from six to eight digits, the drawing number of the product according to the design documentation;

UUU - three digits, the serial number of the product.

**2.7.2.4** When a structural element is manufactured, an identification number is applied to it in accordance with the design documentation (CD) by one of the following methods:

1) gluing a label (for composite products);

2) impact stamping or engraving (for metal products of strong construction);

3) electrospark engraving (for small metal products).

***Note***. If the component or equipment is too small or impractical to label with all the information required for labeling, the labeling information shall be provided in an accompanying document indicating the component or equipment's suitability for use or on the container for transportation.

**2.7.2.5** The place and method of application of the identification number to the structural element of the aircraft is determined by the design documentation. If the information is not available in the design documentation, the place and method of application is determined by the process engineer in the technological documentation (TD) for manufacturing (assembly, installation, etc.).

**2.7.2.6** On the basis of the SOP, which is fully executed by the production personnel and the Controller, the Head of Production of the AT draws up a Manufacturing Passport, which is identified by an individual number and which indicates the identification number of the AT structural element. The procedure for assigning individual numbers to the SOP and the Manufacturing Passport is set out in SO.00.03.T.

**2**.**7.2.7** A fully executed SPD (SPC kit and Manufacturing Passport) represents the Manufacturing Case of the structural element of the AT and is transferred by the Controller for storage to the Documentation Accounting Bureau (DAB) of the Organization in accordance with SO.08.07.T.

**2.7.2.8** If an AT structural element is transferred as an assembly unit of another structural element or directly to an aircraft, the AT Production Manager shall transfer the AT set of SPDs together with the structural element to the appropriate assembly area.

**2.7.2.9** If the structural part is intended to be transferred directly into service, the personnel involved in the certification (hereinafter referred to as the certification personnel) shall issue an EASA Form 1 or Form 8130 Certificate of Authorized Transfer, in which they shall indicate the structural part identification number and their authorization number. The original of the Certificate of Approval is sent to the operator, and a copy is included in the AT File for the AT structural element.

***Note***. The Certificate of Authorized Transfer is issued only upon approval of the Organization as a manufacturer by the Competent Authority.

**2.7.3 Identification of components during final assembly**

**2**.**7.3.1** During the final assembly of aircraft components in accordance with the TD for assembly, installation and testing, the identification of each component is carried out by assigning an identification number determined by the SPD.

**2**.**7.3.2** Before starting the assembly, installation and testing of aircraft components, the Head of Production of the JSC shall draw up a SPC for each component of the JSC, which shall indicate the identification number of the component in accordance with SO.00.03.T.

**2.7.3.3** The manufactured component shall be marked with an identification number in accordance with clauses 2.7.2.3 to 2.7.2.5 of this QAM, except for the propeller.

**2**.**7.3.4** The identification number of the propeller assembly is assigned in the format ANG- D.DDN -UUU, where:

ANG - three Latin letters, the designation of the Organization;

D.DD - three digits with a dot, the diameter of the propeller in meters;

N is a single Latin letter that indicates the direction of rotation of the propeller (L - left rotation, R - right rotation);

UUU - three digits, the serial number of the propeller.

**2**.**7.3.5** The identification number of the propeller blade assembly is assigned in the format ANG-D.DDN-RV-UUU, where:

ANG - three Latin letters, the designation of the Organization;

D.DD - three digits with a dot, the diameter of the propeller in meters;

N is a single Latin letter that indicates the direction of rotation of the propeller (L - left rotation, R - right rotation);

PB - propeller blade;

UUU - three digits, the serial number of the propeller.

**2.7.3.6** On the basis of the JPC, which is fully executed by the production personnel and the Controller, the Head of Production of the JSC shall issue a Manufacturing Passport, which is identified by an individual number and which indicates the component identification number.

**2**.**7.3.7** A fully executed SPD (SPC and Manufacturing Data Sheet) for a component and a set of SPDs for structural elements used in the manufacture of a component constitute the Component Manufacturing File and are transferred by the Controller for storage in the Organization's BOD in accordance with SO.08.07.T.

**2.7.3.8** If the component is included in the List of aircraft components to be certified, the Head of Production of the JSC together with the Controller shall draw up the Component Passport and transfer it to the unit's storehouse together with the component.

**2.7.3.9** If the component is transferred as an assembly unit of another component or directly to the aircraft, the Head of Production of JSC shall transfer the set of SPD and the Component Passport together with the component to the appropriate assembly area.

**2.7.3.10** If the component is intended for transfer directly to service, the certification personnel shall issue an EASA Form 1 or Form 8130 Certificate of Authorized Transfer, indicating the component identification number and their authorization number. The original Certificate of Approval is sent to the operator and a copy is placed in the AT file for the component.

***Note***. The Certificate of Authorized Transfer is issued only upon approval of the Organization as a manufacturer by the Competent Authority

**2.7.4 Identification of the SAR in the final assembly process**

**2**.**7.4.1** During the final assembly of an AC (assembly, installation, testing and testing of AC systems, leveling and weight determination, etc.), each AC shall be identified by assigning an identification number to it prior to the commencement of the specified work.

**2**.**7.4.2** Before starting work, for each type of work, the JSC Production Manager shall draw up a JPC, which shall indicate the identification number of the aircraft and the numbers of structural elements and components used in the course of work.

**2.7.4.3** On the basis of the SCC kit, which is fully executed by the production personnel and the Controller, the Head of Production of the JSC shall issue an Aircraft Manufacturing Passport, which is identified by an individual number and which indicates the aircraft identification number and identification numbers of all structural elements and components that are an integral part of the aircraft structure.

**2**.**7.4**.**4** A fully executed SDS (a set of SDS, Manufacturing Data Sheets for structural elements and components used in the manufacture of the aircraft and the Aircraft Manufacturing Data Sheet) constitutes the Aircraft Manufacturing File and is transferred by the Controller for storage to the Organization's BOD.

**2.7.4.5** Based on the fully completed Aircraft Manufacturing Case and a set of Component Passports, the JSC Production Manager shall draw up an Aircraft Form, which shall include the numbers of all certified components.

**2**.**7.4.6** The execution of all the above documents is the basis for the identification of the aircraft by a plate with the identification number of the established sample, which is engraved with the following information: the logo of the Organization, ANG PATRIOT-UKRAINE LLC ANG-01 No. XX, where:

ANG PATRIOT-UKRAINE LLC - information about the Organization as a manufacturer of aircraft;

ANG-01 - designation of the aircraft type;

No. XX is the serial number of the .

***Note***. The Organization shall have the right to place identification information on the SAR after approval by the Competent Authority.

**2.7.4.7** The identification plate shall be made of metal and shall be fixed on the central armrest in the cockpit of the aircraft where it is accessible for perception of information.

**2.7.5 Identification of a structural element, component, or aircraft during commissioning**

**2**.**7.5.1** When put into operation, the structural elements, components and SARs manufactured by the Organization do not require additional identification.

***Note*.** If, under the terms of the Agreement/Contract with the Customer, after registration and receipt of the tail numbers, the Organization applies them to the aircraft, this is an additional identification of the aircraft.

**2**.**7.5.2** When handing over to operation or to the Customer, proceed as follows:

1) The Deputy Director for Production of JSC shall draw up the Acceptance Certificate in accordance with SO.08.01.T in two copies: one for the Customer (Operator) and one for the Organization;

2) The AT Production Manager shall make an entry in the Component Passport or in the SAR Form about the transfer of a particular AT to a particular Customer;

3) the personnel involved in the certification shall draw up:

a) for an AC - Aircraft Conformity Statement - Form 52 and Certificate of Acceptance for Operation - Form 53 for a specific Customer (Operator);

b) for a component - EASA Form 1 Certificate of Approved Transfer or Form 8130.

***Note***. The documents specified in subparagraphs a), b) shall be executed only upon approval of the Organization as a manufacturer by the Competent Authority

**2.7.5.3** Copies of the documents specified in clause 2.7.5.2 of this QAM shall be included in the appropriate AC Production File and stored with it for the entire life cycle of the AC or until a special order of the Organization's management agreed with the Competent Authority.

**2.7.6 Product traceability**

**2**.**7.6.1** The procedures of this QAM are aimed at ensuring the traceability of the products manufactured by the Organization from the Operator (Customer) to the Manufacturing Organization and to the Supplier, as well as demonstrating to the authorized representatives of the Competent Authority that the production of AT is carried out under controlled conditions in full compliance with ASTM requirements.

**2**.**7.6.2** At the request of the Operator (Customer), product traceability is carried out through the documentary chain:

1) from the Aircraft Form and Certificate of Transfer to Service Form 53 or Component Data Sheet and Certificate of Authorized Transfer Form 1 EASA or Form 8130 to the Aircraft Manufacturing File, where copies of them are kept;

2) from the AT Manufacturing Case to specific Manufacturing Passports (assembly, installation, testing, etc.), which contain the identification numbers of the SPC;

3) from specific SPCs, which specify the actual parameters and dates of manufacturing processes and identify the contractors;

4) from the date of manufacture to the expense claim for raw materials, supplies, parts and components;

5) from the expense requirement to the results of incoming control;

6) from the results of incoming inspection to the delivery of a particular Supplier.

**2.7.6.3** All documentation referred to in clause 2.7.5.2 of this QAM shall be provided at the request of the Competent Authority within 72 hours of receipt of the request.

**2.8. HANDLING OF UNSUITABLE MATERIAL**

**2.8.1 General provisions**

**2.8.1.1** The Organization's procedures provide for appropriate actions to be taken with products that are manufactured with deviations from the established technical characteristics, i.e., non-conforming products.

**2.8.1.2 The** system for dealing with nonconforming products provides for measures aimed at preventing their use in production, putting into operation or transferring to the Customer.

**2.8.2 Responsibility**

**2.8.2.1** The Deputy Director for Quality is responsible for organizing a system for detecting, identifying and isolating non-conforming products.

**2.8.2.2** The Controller is responsible for detecting, documenting, identifying and isolating non-conforming products. He/she is also responsible for analyzing and deciding on further actions with the non-conforming products.

**2.8.2.3** The Quality Engineer is responsible for analyzing the causes of nonconformity, developing appropriate corrective actions to eliminate it and prevent its recurrence, and monitoring and evaluating the effectiveness of the measures taken.

**2.8.2.4** The Deputy Director for Production of the JSC is responsible for organizing work on the implementation of appropriate corrective and preventive measures to eliminate the causes of nonconformity and prevent their occurrence in the future.

**2.8.2.5** The Head of Production of the JSC is responsible for implementing corrective and preventive measures to eliminate the causes of nonconformity and prevent their occurrence in the future.

**2.8.3 Manage non-compliant components.**

**2.8.3.1** When a component nonconformity is detected, the elimination of which is not provided for by the TD, the QA Controller of the production unit identifies the nonconforming component with the Nonconforming Product Label (**Appendix M**) and transfers it for storage to the nonconforming product isolator with supporting documentation (form, passport, SOP).

**2.8.3.2** Components whose functional parameters do not meet the requirements of the CD, TD and ED, as well as those that have exhausted their designated life, service life or have defects that cannot be eliminated, are classified as unsuitable for further use. The transfer of such components to production or storage is PROHIBITED.

**2.8.3.3** Nonconforming components are stored in the nonconforming product isolator with mandatory registration by the Storekeeper in the Nonconforming Product Isolator Logbook (**Appendix N**).

**2.8.3.4** If the Controller believes that the products can be brought to a state of compliance with the technical requirements (extended life, service life, repaired, etc.) by the Organization or a certified maintenance organization (MRO), the Head of Production of JSC sends a Request for a technological solution to the Process Engineer and further proceeds in accordance with SO.03.01.T.

**2.8.3.5** When performing work in accordance with the technological solution, the work executor of the production unit shall complete the JPC with a copy of the Request for technological solution and enter its number and date of implementation in the corresponding JPC for the restored component. Control over the performance of work is carried out by the Controller of the relevant unit.

**2.8.3.6** If the final decision is made to dispose of the non-conforming component, in order to prevent it from being returned to production, the Storekeeper in charge of the non-conforming product isolator shall deform the component in any acceptable manner and mark it with the words "Reject" in red paint in any accessible location.

**2.8.4 Managing nonconforming materials.**

**2.8.4 .1** Only conditioned materials are supplied to production, but if it is found in the course of work that the material does not meet the requirements of the technological process, such material is classified as non-conforming.

**2.8.4.2** The controller withdraws the non-conforming material from production, identifies it with the Nonconforming Product Label (**Annex M**) and transfers it to the Nonconforming Product Isolator with mandatory registration in the Nonconforming Product Isolator Logbook (**Annex N**).

**2.8.4.3** Within one working day, the Controller of the production unit shall notify the Head of the warehouse by an official note of the withdrawal of non-compliant material in order to prevent it from entering other production units.

**2.8.4.4** The warehouse manager, having received information about the non-conforming material, within one working day, similarly to the actions of paragraph 2.8.4.2, isolates the entire batch of material stored in the Organization's warehouse and sends information about the need to withdraw it from production to all production units to which the non-conforming material of this batch was sent.

**2.8.4.5** A sample of material that is isolated as non-conforming may be sent for retesting to determine its compliance with the design of the Test Report. Until the repeated test verification is completed, the transfer of such material to production is PROHIBITED.

**2.8.4.6** If the results of the repeated test are negative, the nonconforming material shall be disposed of with a corresponding entry in the Nonconforming Product Isolation Log.

**2.8.4.7** If the results of the repeated test check are positive, the Warehouse Manager sends a Request for Process Solution to the Process Engineer to verify compliance with the process requirements and further proceeds in accordance with SO.03.01.T.

**2.8.4.8** When performing work in accordance with a technological solution, the work executor of the production unit shall complete the JPC with a copy of the Request for a technological solution and enter its number and date of implementation in the relevant JPC for the product in the manufacture of which the material was used. Control over the performance of work is carried out by the Controller of the relevant unit.

**2.8.5 Management of inappropriate work tools and measuring equipment.**

**2.8.5.1** Only conditioned work performance tools (WPT), including measuring instruments (MI), are put into production, but if, for any reason, WPT or MI do not meet the requirements of the technological process: are not calibrated (not verified), have not been timely maintained or are out of order, such WPT and MI are classified as inadequate.

***Note*.** The procedures set forth in this section apply equally to leased and personal BMS and FTZs.

**2.8.5.2** The controller removes the nonconforming SGM or SCA from production, removes the green label Conditioned SGM label from it, identifies the nonconforming SGM or SCA with a red label Nonconforming Product label (**Appendix M**). Stationary equipment is identified by a red label labeling the nonconforming product over the green label.

**2.8.5.3** Nonconforming SIRs and SIRs that can be placed in the nonconforming product isolator by their dimensions and weight characteristics are transferred to the Storekeeper for isolation in the nonconforming product isolator for accounting and storage purposes.

**2.8.5.4** Within five working days, the Head of Production of the JSC shall take the necessary actions to bring the CMM and CFT into a conditioned state: organize calibration (verification), maintenance or repair.

***Note*.** For the period of bringing the SCA or SST into a conditioned state, the JSC Production Manager is obliged to organize an equivalent replacement or stop the work in which they are used, and inform the Controller about this.

**2.8.5.5** Recovered and calibrated (verified) CMMs and CSTs are identified by appropriate identification labels in the production units that performed the recovery work.

**2.8.5.6** If the inventory or the FTA cannot be restored to the conditioned state, the Head of Production of the JSC shall organize the write-off of the inventory through the appropriate storage room of the unit.

**2.8.6 Procedure for managing products that are recognized as non-compliant due to violation of storage terms and/or conditions**

**2.8.6 .1** Control over the terms and conditions of storage of products is carried out by storekeepers.

**2.8.6.2** Control over the registration of shelf life, parameters of the production environment and storage conditions of products is carried out by the Controllers of production units.

**2.8.6.3** Storekeepers and Controllers recognize non-conforming products that have expired or whose storage conditions have been violated and identify them with red labels Label of non-conforming products (**Appendix M**

**2.8.6.4** In order to make a decision on the extension of the storage period or disposal of products that are recognized as unsuitable due to violations of storage terms or conditions, the Storekeeper shall send information to the head of the relevant department.

**2.8.6.5** Depending on the reason for which the product is recognized as non-conforming, the head of the production unit organizes repeated functional tests of the product or test verification of its physical and chemical parameters and the results of the test with a conclusion on the conformity or non-conformity of the product are transferred to the Process Engineer by direction.

**2.8.6**.**6** If, according to the Test Report, the physical and chemical parameters of the material have not changed or have changed within the permissible limits specified in the CD, TD and ND, the Process Engineer determines the material as compliant and extends the shelf life of the material for a period not exceeding half of the previously assigned shelf life, but not more than one year.

**2.8.6**.**7** If, according to the SCC, which is executed by the production unit, the functioning parameters of the component have not changed or have changed within the permissible limits specified in the CD, TD and ND, the Process Engineer determines the component as conforming and extends the shelf life of the component for one calendar year.

**2.8.6.8** When extending the shelf life of products, the Storekeeper shall remove the Label of non-conforming products from the products and issue a green label Label of the product nomenclature (**Appendix K**) indicating the new shelf life.

**2.8.6.9** If the functioning parameters and physical and chemical parameters of the product have changed beyond the permissible limits specified in the CD, TD and ND, such a product is recognized as non-conforming.

**2.8.7 Procedure for managing products stored in the nonconforming product isolator**

**2.8.7.1 Requirements for the isolator of non-conforming products**

**2.8.7.1.1** Isolator of non-conforming products is intended for temporary (up to three months) storage of non-conforming products. Non-conforming products are stored in them until the receipt of an administrative or technological document that determines further actions with them: restorable repair, modification, use as is, return to the supplier or disposal.

**2.8.7.1.2** The isolator of non-conforming products is equipped in a separate room, safe, cabinet, which are securely locked and identified by the inscription "Isolator of non-conforming products". A separate fenced and labeled area may be used as an isolation facility for non-conforming products. The main requirement for the isolator of non-conforming products is to prevent unauthorized access to non-conforming products

**2.8.7.1.3** Access to the isolator of non-conforming products is allowed to certain persons, determined by the order of the head of the structural unit. The list of such persons, signed by the head of the structural unit, is located at the entrance to the isolator of non-conforming products.

**2.8.7.1.4** In the isolator of non-conforming products, the parameters of the working environment (temperature, humidity, etc.) are maintained and controlled in accordance with the requirements of the CD, TD and ED for similar conditioned products. Non-conforming products are placed on racks in compliance with all warehouse storage requirements.

**2.8.7.1.5** All products stored in the non-conforming product isolator are identified by red labels labeled "Nonconforming product label" (**Appendix M**).

**2.8.7.1.6** All non-conforming products are accepted, stored and released from the non-conforming product isolator only together with the supporting documentation and SDS cards.

**2.8.7.1.7** Storage of conditioned products, foreign objects and household materials in the isolator of inappropriate products is prohibited.

**2.8.7.1.8** During the storage of products in the nonconforming product isolator, any removal of individual elements or other types of disassembly of these products is PROHIBITED.

**2.8.7.2 Accounting for products stored in the nonconforming isolator**

**2.8.7.2.1** Each structural subdivision of the enterprise (warehouses, production units), which has a segregator of non-conforming products, keeps a Journal of accounting of the segregator of non-conforming products (hereinafter referred to as the "Journal"). The log (**Appendix N**) is permanently stored in the rejected product isolation facility.

**2.8.7.2.2** An official appointed by the Order of the Head of the unit from among the persons who have access to the isolator of nonconforming products is responsible for the safety, completeness and correctness of the Journal.

**2.8.7.2.3** All products received and stored in the rejected product isolator, as well as products issued from the rejected product isolator, shall be recorded in the Log.

**2.8.7.2.4** The release of nonconforming products from the nonconforming product isolator to production, to the VMT for return to the Supplier or for disposal shall be carried out with the appropriate documentation with the permission and in the presence of the Controller, as well as his signature in the Log

**2.9. ASSIGNMENT OF QUALITY ASSURANCE RESPONSIBILITIES AND SUPPLIER CONTROL**

**2.9.1 Responsibilities of quality control personnel**

**2.9.1 .1** The Organization's procedures provide for quality control of work performance, namely:

1) quality control of technological processes for the manufacture of and its maintenance;

2) quality control of the Organization's procedures;

3) technical quality control of finished products and maintenance of the ATO.

**2.9.1.2** The responsibility for quality assurance in the Organization as a whole is vested in the Deputy Director for Quality, who organizes technical control over compliance with the requirements of the technological process and product quality and control over compliance with the Organization's procedures.

**2.9.1.3** Quality assurance of AT production is provided at all stages of the production process:

1) quality control of raw materials, materials and components supplied to the aircraft production storehouse shall be performed by the Storekeeper and Controller;

2) quality control of materials and components for the manufacture of AT is performed by the Storekeeper and Production Foreman;

3) quality control of the work on the manufacture of AT is performed by the direct contractor and the Production Foreman;

4) operational control of the technological process and control of finished products is performed by the Controller;

5) quality control of packaging and transportation of finished products shall be performed by the Storekeeper and the Controller;

6) control over compliance with the procedures of the Organization's quality system shall be performed by the Controller on a daily basis and by the Quality Engineer during internal audits;

7) quality control of elimination of deficiencies in the organization of production is performed by the Quality Engineer.

**2.9.1.4** The selection of technical controllers is made from among the most experienced and qualified personnel. The Technical Controller works in direct subordination to the Deputy Director for Quality.

**2.9.1.5** Controllers (aircraft technicians, engineers) performing technical control of aircraft maintenance shall have a valid Certificate from the Competent Authority to perform such work.

**2.9.1.6** Controllers who perform technical control of special technological processes are not required to have a certificate, but only confirmation of their qualifications and competence.

**2.9.1.7** The Controller signs production documentation only after receiving confirmation that the work has been completed in accordance with approved documentation and ASTM requirements. In case the work is not performed or cannot be performed, the Controller shall report the problems to the Deputy Director for Quality for decision-making.

**2.9.1.8** Each qualified technical quality controller is issued an individual stamp. Quality controllers use stamps issued and registered with the Deputy Director, who keeps prints of each specific stamp with the indication of its owner.

**2.9.1.9** Technical quality control personnel undergo ongoing training together with qualified personnel of production units. After confirmation of qualification, controllers are included in the list of authorized personnel of the Organization in the field of inspection and control with subsequent admission (authorization).

**2.9.1.10** The responsibilities of the Quality Engineer for the control of the Organization's procedures are set out in Section 2.10 of this QAM.

**2.9.1.11** The Deputy Director for Quality is responsible for overseeing all types of training for quality control personnel.

**2.9.2 Control of Suppliers and Subcontractors**

**2**.**9.2.1** The Organization's procedures provide for the selection and use of services of controlled Suppliers/Subcontractors to ensure the quality of the final product.

**2**.**9.2.2** The terms Supplier and Subcontractor shall be interpreted as follows:

1) Suppliers - for the supply of products, components, materials, and services;

2) Subcontractors - to perform stages of work in which the Organization acts as a Contractor to the Customer.

**2.9.2.3 Selection of Suppliers/Subcontractors**

**2.9.2.3 .1** The responsibility for organizing the selection and control of the Supplier/Subcontractor of products or services lies with the of the heads of the Organization (hereinafter referred to as the Responsible Officer):

1) Head of the VMTP for the purchase of raw materials, consumables, components, standardized fasteners, work tools, and other products directly used in the manufacture of JSCs;

2) Deputy Director for Quality in charge of procurement of NDT, inspection, verification, calibration of work tools, incoming product inspection services, training and certification of personnel in external training organizations;

3) Deputy Director for Production of the JSC for procurement of technical documentation, procurement of services of subcontractors, maintenance and repair of work execution means, one-time or periodic services related to production needs (construction, utilities and transportation services, etc.).

**2**.**9.2.3.2** The basis for the selection is the list of products, components and materials compiled by the Developer/ Manufacturer/ Type Certificate Holder.

**2.9.2.3.3** The Deputy Director for Production of JSC is responsible for organizing the selection of a Subcontractor organization that will work under its own approval or under the control of the Organization's quality system. The basis for the selection is the design and/or technological documentation of the Developer/ Manufacturer/ Type Certificate Holder and the technological documentation of the Organization's own development.

***Comment*.** Work performed under the control of the Organization's quality system means that the Organization's approval is temporarily extended to an unapproved Subcontractor on the Organization's List, and the Organization is responsible for ensuring that the Subcontractor's facilities, personnel, and procedures meet ASTM requirements.

**29.2.3.4** The Deputy Director for Quality is responsible for controlling the work of the Subcontractor's organization, which performs work under its own approval or under the control of the Organization's quality system.

**2**.**9.2.3.5** The Responsible Officer shall verify that the Supplier or Subcontractor is selected in accordance with the Organization's requirements for a level of quality that meets the following criteria:

1) availability of the Supplier/Subcontractor for the audit, including by representatives of the Competent Authority;

2) approval of the Subcontractor as a manufacturer or maintenance organization;

3) the type and importance of the work to be performed by the Subcontractor;

4) field of activity and experience;

5) price and quality compliance;

6) experience of the Organization in working with the Supplier/Subcontractor;

7) terms of delivery;

8) results of audits of the Supplier/Subcontractor's organization.

**2**.**9.2.3.6** The Competent Authority has free access to audit Suppliers/Subcontractors with whom the Organization interacts.

**2.9.2.4 Evaluation of the Supplier**

**2**.**9.2.4.1** The Responsible Officer shall send the Supplier the "Supplier/Subcontractor Evaluation Questionnaire" (hereinafter referred to as the "Questionnaire") and, upon receipt of the Supplier's completed Questionnaire (**Annex Q**) and supporting documents, shall conduct a preliminary evaluation of the Supplier in accordance with the criteria of clause 2.9.2.3.5 of this QAM .

**2.9.2.4.2** If the results of the preliminary assessment are positive, the Questionnaire with supporting documents is submitted to the Deputy Director for Quality. Based on the information in the Questionnaire and the documents attached thereto, a decision is made to approve or reject the Supplier, or to conduct an introductory audit at the Supplier's production facility.

**2**.**9.2.4.3** The familiarization audit of the Supplier is carried out in accordance with the audit plan approved by the Deputy Director for Quality for each specific Supplier. The audit is organized and conducted by the Quality Engineer and the audit team, at a minimum, includes a specialist from the unit of the Responsible Officer specified in clause 2.9.2.3.1 of this QAM and, if necessary, a specialist from another unit in a specific area of activity. Main audit criteria

1) current approvals of the Supplier (Certificates, Licenses, Certificates);

2) functioning of the Supplier's quality system;

3) supporting documentation for the products provided by the Supplier;

4) traceability from the Supplier's products to the source of raw materials, semi-finished products, etc;

5) storage and use of production documentation;

6) storage and use of work tools

7) staff qualifications;

8) identification and labeling of products;

9) procedures for dealing with non-conforming products;

10) experience of the Supplier.

**2.9.2.4.4** All the results obtained during the exploratory audit are included in the Protocol of the audit results, where the deficiencies are classified according to their importance. A copy of the Report of the results of the exploratory audit is provided to the head of the Supplier's organization.

**2.9.2.4.5** The decision to approve or reject the Supplier based on the results of the audit may be made after receiving a report from the Supplier on the implementation of the necessary corrective measures to eliminate the deficiencies.

**2.9.2.4.6** The final decision on the approval of a new Supplier is made by the Deputy Director for Quality based on the results of the preliminary assessment of the Supplier and, if any, the results of the familiarization audit at the Supplier's premises. After that, the Supplier may be included in the List of Approved Suppliers of the Organization.

**2.9.2.5 Subcontractor approval**

**2**.**9.2.5.1** Prior to concluding the Agreement/Contract with Subcontractors , the Deputy Director for Production of JSC shall organize a preliminary assessment of such Subcontractor to determine its compliance with ASTM requirements.

**2.9.2.5.2** The Deputy Director for Production of JSC sends the Subcontractor the "Questionnaire" (**Annex Q**) and, upon receipt of the "Questionnaire" and supporting documents to it, conducts a preliminary assessment of the Subcontractor in accordance with the criteria of clause 2.9.2.3.5 of this QAM

**2.9.2.5.3** If the results of the preliminary assessment are positive, the Questionnaire with supporting documents shall be submitted to the Deputy Director for Quality. Based on the information in the Questionnaire and the documents attached thereto, a decision is made to approve or reject the Subcontractor, or to conduct an introductory audit at the Subcontractor's production facility

**2.9.2.5.4** The familiarization audit of the Subcontractor is carried out in accordance with the audit plan approved by the Deputy Director for Quality for each specific Subcontractor. The audit is organized and conducted by the Quality Engineer and the audit team, at a minimum, includes a specialist of the Organization who specializes in the work planned for the Subcontractor. Main audit criteria:

1) current approvals of Subcontractor (Certificates, Licenses, Certificates)

2) types and scope of work that can be performed by the Subcontractor;

3) functioning of the Subcontractor's quality system;

4) the Subcontractor has up-to-date technical documentation for the performance of works;

5) production documentation for the work performed, provided by the Subcontractor;

6) storage and use of work tools;

7) staff qualifications;

8) the ability to perform tests;

9) the procedure for transferring completed work;

10) Subcontractor's warranties for the work performed;

11) experience of the Subcontractor.

**2.9.2.5 .5** All results obtained during the review audit are included in the Audit Report, where deficiencies are classified according to their importance. A copy of the Report on the results of the exploratory audit is provided to the head of the organization Subcontractor

**2**.**9.2.5.6** The decision to approve or reject the of the Subcontractor based on the results of the familiarization audit may be made after receiving a report from the Subcontractor on the implementation of the necessary corrective measures to eliminate the deficiencies.

**2.9.2.5.7** The final decision on the approval of a new Subcontractor is made by the Deputy Director for Quality based on the results of the preliminary assessment of the Subcontractor and, if any, the results of the familiarization audit at the Subcontractor's premises. After that, the Subcontractor may be included in the "List of Approved Subcontractors" of the Organization. Only after that, the Agreement/Contract with Subcontractors for the performance of works can be signed and all involved departments of the Organization are informed about it.

**2.9.2.5 .8** An unapproved Subcontractor may perform the work specified in the Agreement/Contract only if its activities are included in the approved scope of work of the Organization and are subject to its quality system.

**2**.**9.2.5.9** The Quality Engineer and the Process Engineer shall report any deficiencies in the Subcontractor's work to the Deputy Director for Quality for regular evaluation of the Subcontractor's performance.

**2.10 AUDITS**

**2.10.1. Procedure quality audit**

**2.10.1.1 General provisions**

**2.10.1.1.1** The Organization's procedures provide for ensuring that the Organization continues to meet the requirements of ASTM.

**2.10.1.1.2** The main criteria of the quality system for auditing the quality of procedures are:

1) planning and conducting quality audits of procedures on the basis of independence;

2) assessing the quality of procedures for compliance with ASTM requirements, as well as the requirements of national and international quality standards;

3) directly informing the Director about the effectiveness of the quality system;

4) developing and implementing corrective and preventive actions to maintain the Organization's compliance with the requirements of ASTM .

**2.10.1.1.3** The purpose of quality audits of the Organization's procedures is to:

1) determination of compliance or non-compliance of the quality system procedures with ASTM requirements, requirements of national and international quality standards and requirements of approved QAM procedures;

2) Identification of factors that negatively affect the compliance of the quality system procedures;

3) determination of corrective and preventive actions aimed at eliminating and preventing non-compliance and its causes;

4) assessing the effectiveness of corrective and preventive actions taken.

**2**.**10.1.4** The Deputy Director for Quality is responsible for organizing oversight of compliance with the Organization's quality system procedures and maintaining them in accordance with ASTM requirements.

**2.10.1.2**

**2.10.1.2.1** The quality system procedures shall be audited at least every 12 months. For some important or critical areas of activity, inspections may be conducted more frequently (unscheduled) by the order of the Deputy Director for Quality.

**2.10.1.2.2** The annual Internal Audit Plan (hereinafter referred to as the Audit Plan), including the Plan for conducting quality audits of the Organization's procedures and the Plan for conducting quality audits of products, shall be developed by the Quality Management Engineer. When developing the Audit Plan (Appendix **R)**, determining the scope and timing of the audit, the following shall be taken into account:

1) ASTM requirements, national and international quality standards and QAM procedures;

2) deficiencies identified by the Competent Authority;

3) claims of the Customer;

4) analysis of the results of previous audits

5) Orders of the Director regarding changes in the policy and/or management system of the Organization;

6) Order of the Deputy Director for Quality regarding changes in the management system of quality system procedures.

**2.10.1.2.3** The existence of an Audit Plan does not exclude the possibility of conducting an unscheduled audit at the request of management personnel as defined in Section 1.3 of this QAM or the Competent Authority, as well as in case of operational necessity.

**2.10.1.2.4** Annually, in December of the year preceding the planned year, the Quality Management Engineer develops the Audit Plan, coordinates it with the Deputy Director for Production of JSC and approves it with the Deputy Director for Quality.

**2.10.1.2.5** The Audit Plan is implemented by the Order of the Director. A copy of the Order is handed to the Quality Management Engineer and all auditors involved in the Audit Plan. The heads of the structural units where audits are planned shall familiarize themselves with the Order.

**2.10.1.2.6** During the current year, if necessary, the Audit Plan may be adjusted by the relevant Order of the Director.

**2.10.1.2.7** If it is necessary to conduct an unscheduled audit, the Deputy Director for Quality shall issue an Order for conducting an unscheduled audit, which determines

1) the purpose of the unscheduled audit;

2) the lead auditor;

3) the timing of an unscheduled audit;

4) structural units where the audit is to be conducted.

**2.10.1.2.8** The order to organize an unscheduled audit shall be handed over to the Quality Management Engineer, the lead auditor, and the heads of the structural units where the unscheduled audit will be conducted.

**2.10.1.3 Audit process of quality system procedures**

**2.10.1.3.1** The lead auditor specified in the Audit Plan is responsible for the preparation and conduct of each specific audit. The lead auditor determines the group of auditors, distributes among them the structural units to be audited, informs the heads of structural units about the planned audit and agrees with them the date, time and scope of the audit.

**2.10.1.3.2** It is allowed to involve qualified specialists from other departments in the audit if they are not responsible for the functions, procedures or products being audited.

**2.10.1.3.3** During the audit, the auditor shall communicate each deficiency identified to the lead auditor for inclusion in the Audit Report (Appendix **T)**. The proposed date of non-compliance elimination is agreed upon by the head of the relevant unit with the auditor before it is approved in the Report.

***Comment.*** As a general rule, the correction period should not exceed 1 month for a level 1 nonconformity and 3 months for a level 2 nonconformity, however, in practice, the date of correction is set on a case-by-case basis.

**2.10.1.3.4** The auditor and the head of the audited unit determine the cause of the nonconformity and the appropriate corrective action to eliminate this cause. The head of the audited structural unit is responsible for determining and implementing the assigned corrective action within the established time frame, as well as for informing the lead auditor about the elimination of the nonconformity.

**2.10.1.3.5** The auditors shall submit the completed audit reports to the lead auditor, who shall prepare the audit report sheet for the audit. The report sheet contains a description of the objects of the audit and the results of the audit.

**2.10.1.3.6** The fully completed Audit Report Sheet **(Appendix S**) is submitted by the Lead Auditor to the Quality Management Engineer for signature and then filed with the Nonconformance Reports in the Internal Audits folder.

**2.10.1.3.7** The auditor is responsible for assessing the compliance of the quality system procedures in the structural unit, controlling the timing of the elimination of non-compliance and evaluating the effectiveness of corrective actions taken by the unit.

**2.10.1.3.8** After the structural unit has eliminated the nonconformity, the auditor submits the fully completed Audit Report to the lead auditor for signature. The lead auditor checks the documentation of the elimination of the nonconformity, signs the Report and passes it to the Quality Management Engineer, who conducts the final assessment and acceptance of the corrective actions taken.

**2.10.1.3.9** The units in which nonconformities are identified shall be audited until the nonconformities are eliminated.

**2.10.1.3.10** If a set of measures, including preventive measures, involving several structural units is required to eliminate the nonconformity, the Quality Management Engineer shall organize the development of a corresponding Action Plan, taking into account all proposals of the units to be involved. Such Plan shall be agreed with the Deputy Director for Quality, heads of the relevant areas of activity to which the Plan relates, and implemented by the Order of the Director.

**2.10.1.3.11** On a quarterly basis, the Quality Management Engineer systematizes information on the results of quality audits of the Organization's procedures and includes it in the materials for the preparation of the quarterly Analysis of the Quality System Functioning, which is submitted to the Deputy Director for Quality.

**2.10.1.3.12** The Deputy Director for Quality shall submit systematized information on the results of quality audits of the Organization's procedures to the Director for approval as part of the quarterly Analysis of the Quality System Functioning.

**2.10.1.4 Classification of nonconformity**

**2.10.1.4.1** A Level 1 deficiency (nonconformance) is any significant nonconformance to ASTM requirements that reduces the safety standard and poses a serious threat to flight safety. Depending on the severity of the Level 1 deficiency, this will result in an immediate full or partial suspension of work by the Deputy Director of Quality until the deficiency is fully resolved

**2.10.1.4.2** A Level 2 deficiency (nonconformance) is any noncompliance with ASTM Part-2 that may reduce the safety standard and is likely to pose a safety hazard. Depending on the degree of the Level 2 deficiency, the Deputy Director of Production of the JSC may propose an alternative way of performing work until the deficiency is completely eliminated or an increased level of control of the relevant procedures.

**2.10.1.4.3** If the auditor repeatedly identifies the same minor nonconformity in a subsequent audit, it is classified as a Level 1 nonconformity. The reoccurrence of the same nonconformity indicates a system error, i.e., the cause of the nonconformity has not been resolved and needs to be identified and adequate corrective action taken.

**2.10.1.4.4** The Deputy Director for Quality may change the category of nonconformity, both with a decrease and an increase in the level of nonconformity.

**2.10.1.5 External audit**

**2.10.1.5.1** External audit of the Supplier or Subcontractor shall be conducted prior to its inclusion in the List of Approved Suppliers/Subcontractors. The external audit is conducted by the Quality Management Engineer. If necessary, the Deputy Director for Quality may involve specialists from other departments to participate in the audit.

**2.10.1.5.2** The Quality Management Engineer is responsible for preparing for the external audit. The external audit shall be conducted in accordance with Sections 2.9.2.4, 2.9.2.5 and 2.10.1.3 of this QAM. The Audit Report Card (**Appendix S**) and the Audit Report (**Appendix T**) may be used for the external audit

**2.10.1.5.3** One copy of the Audit Report is sent with a cover letter to the Supplier/Subcontractor with a request to indicate the reasons, corrective actions and timeframe for eliminating the nonconformity and to send the Report back with confirmation of the implementation of corrective actions. The Deputy Director for Quality decides whether a control audit is required or not.

**2.10.1.5.4** Audit report cards and audit reports shall be kept by the Quality Management Engineer **for** at least 3 years and will be submitted for review at the request of the Competent Authority.

**2.10.2. Product quality audit**

**2.10.2.1 General provisions**

**2.10.2.1.1** The Organization's procedures provide for the guarantee of the supply of safe products, namely, aircraft and components.

**2.10.2.1.2** The main criteria of the quality system for the production of aircraft and components are:

1) planning and conducting quality audits of aircraft and components on the basis of independence;

2) assessment of the quality of production of aircraft and components for compliance with the requirements of technical documentation;

3) directly informing the Director about the effectiveness of the technical control system;

4) development and implementation of corrective and preventive actions to ensure compliance of the aircraft and components with the requirements of the technical documentation.

**2.10.2.1.3** The purpose of the quality audits of the aircraft and components is to:

1) determination of compliance or non-compliance of the technical condition of the aircraft and components after production with the requirements of the technical documentation;

2) identification of factors that negatively affect the quality of production of aircraft and components and their technical control;

3) determination of corrective and preventive actions aimed at eliminating and preventing non-compliance and its causes;

4) assessing the effectiveness of corrective and preventive actions taken.

**2.10.2.1.4** The quality management engineer is responsible for organizing quality control audits of the production of aircraft and components and ensuring compliance of aircraft and components with the requirements of technical documentation.

**2.10.2.2**

**2.10.2.2.1** The quality audit of the SAR and components shall be conducted at least every 12 months for each SAR system. For some important or critical areas of activity, audits may be conducted more frequently (unscheduled) by order of the Deputy Director for Quality.

**2.10.2.2.2** The annual Internal Audit Plan, which includes quality audits of the AC and components (hereinafter referred to as the Audit Plan), shall be developed by the Quality Management Engineer. The following shall be taken into account when developing the Audit Plan (Annex **R)**, determining the scope and timing of the audit:

1) requirements of the technical documentation (drawings, technologies, process instructions, bulletins, etc.);

2) deficiencies identified by the Competent Authority and airworthiness directives (ADs);

3) claims of the Customer;

4) analysis of the results of previous audits

5) orders of the Director regarding changes in the production management system of the Organization;

6) Order of the Deputy Director for Quality regarding changes in the technical control management system.

**2.10.2.2.3** The existence of an Audit Plan does not exclude the possibility of conducting an unscheduled audit at the request of management personnel as defined in Section 1.3 of this QAM or the Competent Authority, as well as in case of operational necessity.

**2.10.2.2.4** Annually, in December of the year preceding the planned year, Quality Management Engineer develops the Audit Plan and approves it with the Deputy Director for Quality.

**2.10.2.2.5** The Audit Plan is implemented by the Order of the Director. A copy of the Order shall be handed over to the Quality Management Engineer and all lead auditors involved in the Audit Plan against signature.

**2.10.2.2.6** During the current year, if necessary, the Audit Plan may be adjusted by the relevant Order of the Director.

**2.10.2.2.7** If it is necessary to conduct an unscheduled audit, the Deputy Director for Quality shall issue an Order for conducting an unscheduled audit, which determines

1) the purpose of the unscheduled audit;

2) The PS or component to be audited on an unscheduled basis;

3) the lead auditor;

4) the timing of an unscheduled audit;

5) structural units where the audit is to be conducted.

**2.10.2.2.8** The order to organize an unscheduled audit shall be handed over to the Quality Management Engineer, the Lead Auditor, and the heads of the structural units where the unscheduled audit will be conducted.

**2.10.2.3 Conducting an**

**2.10.2.3.1** The quality audit of the aircraft and components shall be conducted in such a way as to cover all types of aircraft and components (selectively by aircraft system), according to the approved scope of activities. The audit process shall be designed to cover all production tasks performed on the aircraft and components in the unit, including documentation and personnel qualifications.

**2.10.2.3.2** For the purpose of conducting a system audit in a particular unit within a short time frame, it is allowed to conduct an audit of one available AC and/or component at one workplace that is typical for this group of similar ones. The objects of audit shall be specified in the Report Card.

**2.10.2.3.3** The following areas are checked during the quality audit of the aircraft and components:

1) Work order;

2) production conditions;

3) availability and use of approved documentation at the workplace;

4) the suitability of the means of performing the work used;

5) suitability of materials and spare parts used, availability of supporting documentation and identification;

6) qualifications of the personnel involved (technicians/engineers, personnel for special processes, subcontractors' personnel, etc;)

7) powers and authorization of the personnel involved in the certification of works;

8) records of work performance and a package of working documentation established by the TA;

9) decisions on product rejection;

10) decision on postponement/postponement of works;

11) decision to deviate from the procedures;

12) documentary evidence of the implementation of the DLP and industry bulletins;

13) notification of the Competent Authority and the Customer;

14) issuance of the Certificate of Operational Acceptance Form 53, Declaration of Conformity Form 52, Certificate of Authorized Transfer (Form 1 EASA or Form 8130).

**2.10.2.3.4** The Quality Management Engineer is responsible for organizing audits throughout the year. The lead auditor is responsible for the direct conduct of a specific audit, who determines the PS and/or component, the audit program, the date and composition of the audit team. If necessary, specialists from other departments may be involved in the audit as consultants on technical and organizational issues.

**2.10.2.3.5** The audit shall involve personnel who are not responsible for the functions, procedures, products being audited, i.e. personnel who performed work, prepared documentation, performed technical control and participated in the certification of the AC and/or component of the AT serial number and the number of the relevant work order being audited.

**2.10.2.3.6** The identified nonconformities are recorded in the Audit Report (Appendix **T)**. The Audit Report shall be signed by the auditors and involved specialists, if necessary. Copies of the Audit Report are sent to the structural units and the Controller to determine and implement corrective actions and monitor the elimination of nonconformities.

**2.10.2.3.7** Nonconformity classification, documentation of audit results, feedback, communication to the Organization's management and control of audit records are carried out similarly to the procedures set out in Sections 2.10.1.3. through 2.10.1.4 of this QAM.

**2.10.3 Analysis of the results of corrective actions**

**2.10.3.1 General provisions**

**2.10.3.1.1** The Organization's procedures ensure that all nonconformities identified during the independent audit are timely eliminated and the Director is duly informed.

**2.10.3.1.2** The Deputy Director for Quality provides feedback and interacts with the management personnel of the structural units and the personnel identified in Section 1.3 of this QAM. He/she has direct access to the Director to inform him/her about the progress of corrective and preventive actions taken by the structural units.

**2.10.3.1.3** The heads of the relevant structural units are responsible for the implementation of corrective actions, as well as for timely informing the Deputy Director for Quality about the elimination of nonconformities.

**2.10.3.2 System for analyzing the effectiveness of corrective actions**

**2.10.3.2.1** The Deputy Director for Quality is responsible for and has been given sufficient authority to manage the system for overseeing the effectiveness of corrective and preventive actions based on the results of internal audits through information received from the auditors and the lead auditor or directly.

**2.10.3.2.2** Upon completion of corrective actions assigned during the audit, the audited unit provides the auditor with supporting information and documentation, and the head of the unit certifies the fact of elimination of the nonconformity by signing the Nonconformity Report.

**2.10.3.2.3** The auditor assesses the quality of the remediation of the nonconformity based on the following criteria:

1) observance of the appointed date for the corrective action;

2) accurate implementation of the corrective action specified in the Non-Compliance Report;

3) the fact of eliminating the cause and consequences of the discrepancy;

4) awareness of the unit's personnel about the cause of the non-compliance and the corrective action taken;

5) preventive actions have been taken to prevent the occurrence of a discrepancy in the future.

**2.10.3.2.4** If corrective actions are not implemented or are implemented poorly and the cause of the non-conformity is not eliminated in time, the Quality Management Engineer shall arrange a meeting with the relevant head of the structural unit. If the authority of the Quality Management Engineer is not sufficient, he/she shall contact the Deputy Director for Quality to make a decision.

**2.10.3.2.5** The Deputy Director for Quality and/or the Director have the right to extend the deadline for the resolution of the nonconformity for the time necessary to resolve it. Each Non-Conformity Report is considered closed when the Lead Auditor is satisfied that the assigned corrective actions have been completed and are effective.

**2.10.3.2.6** The quality management engineer monitors in real time information on the status of the elimination of nonconformities, where it is recorded electronically:

1) audit number;

2) the period of the audit;

3) a link to the requirement ASTM and QAM;

4) initials of the lead auditor;

5) number of identified deficiencies;

6) the nearest proposed date of elimination;

7) the number of deficiencies actually eliminated;

8) the actual date of elimination of all deficiencies.

**2.10.3.2.7** Information on the status of elimination of deficiencies is used by the Quality Management Engineer to promptly provide information to the Deputy Director for Quality and take timely measures to assist structural units in the elimination of deficiencies.

**2.10.3.3 Analysis of the effectiveness of corrective actions**

**2.10.3.3.1** On a quarterly basis, the Deputy Director for Quality analyzes the materials of quality audits and prepares a report on the effectiveness of corrective measures taken by the structural units.

**2.10.3.3.2** The analysis contains information on the number of audits, their results, classification of deficiencies, trend of changes in process quantitative indicators, conclusions and recommendations, the status of ASTM compliance, and measures to continue oversight of deficiencies that have not yet been resolved. The analysis is submitted to the Director for review and approval.

**2.11. COMPETENCE AND TRAINING**

**2.11.1 General provisions**

**2.11.1.1** The Organization's procedures provide for the performance of work on the manufacture and testing of AT by competent technical personnel who have the necessary skills to perform work in accordance with the requirements of technical and regulatory documentation and will notify managers of errors that need to be corrected to restore compliance with these requirements.

**2.11.1.2** The contractor is a specialist who is authorized to perform work on the production of AT and works under the supervision of the supervisor and the personnel involved in certification.

**2.11.1.3** Heads of structural units are responsible for training and qualification of employees of subordinate units.

**2.11.2 Professional training and assessment of the competence of contractors**

**2.11.2.1** Vocational training is the primary vocational training of persons who have not previously had a working profession, as well as training for the purpose of improving their skills.

**2.11.2.2** Depending on the requirements for the respective profession, training may be conducted directly in the Organization under the guidance of specialists with high qualifications and experience in the profession, or in training organizations that have the right to conduct training.

**2.11.2.3** All employees hired by the Organization who do not have a specialty shall be enrolled by order as apprentices for a period of up to three months and shall be obliged to undergo professional training in the relevant specialty.

**2.11.2.4** Training programs shall be developed by qualified engineering and technical employees of the Organization who are appointed as teachers and approved by the Deputy Director for Production of JSC. The training programs shall provide for the acquisition of theoretical knowledge and practical skills by employees in the workplace.

**2.11.2.5** Theoretical part studied in the form of lectures in study groups or individual training of one employee. Training also includes independent study of training materials and technical documentation provided for by the training program.

**2.11.2.6** Practical training is carried out individually under the guidance of a qualified specialist in this specialty who is not released from the main job.

**2.11.2.7 In the** course of practical training, each employee shall be provided with a workplace equipped with the necessary means of performing work, products, materials and raw materials.

**2.11.2.8** Professional training is completed by testing the knowledge of employees by the qualification commission, which decides on the possibility of allowing the employee to perform the relevant work. The qualification commission shall include, at least, a process engineer, a quality engineer and a deputy director for quality.

**2.11.2.9** Testing of technical knowledge is carried out by questioning within the requirements of the training program. Practical skills are tested by having the employee perform a trial job or by evaluating the employee's performance achieved during the training.

**2.11.2.10** Based on the results of practical training of personnel directly at the production site, an Internship Report (**Appendix U**) is drawn **up**. On the basis of the Training Report and the results of the technical knowledge and practical skills test, the Competence Assessment Protocol (**Appendix V**) is drawn up.

**2.11.2. 11** Personnel who have undergone all types of necessary training in another organization undergo a qualification assessment procedure, which results in the Competence Assessment Protocol and personnel admission to work at JSC for the current 2 years.

**2.11.2.12** Qualified personnel who come from another organization shall additionally pass an examination on knowledge of the Organization's procedures before being granted permission to work.

**2.11.3 Admission (Authorization) of performers**

**2.11.3.1** Admission of contractors shall be issued by order on the basis of the Competency Assessment Protocol and recorded in the internal Certificate (**Appendix W**) for the right to perform work.

**2.11.3.2** Personnel shall present their Certificate upon request of a representative of the Competent Authority or personnel specified in Section 1.3 of this QAM.

**2.11.3.3** The authorization of performers is valid for up to 2 years. Before the expiration date, the qualification is confirmed by ongoing training and knowledge testing as set out in clause 2.11.2.9 of this QAM.

**2.11.3.4** Admission (authorization) shall be suspended if the contractor has been involved in the actual performance of work on the production of AT for less than 6 months in the last 24 months.

**2.11.3.5** Suspended authorization may be reinstated only after the internship and verification of the performer's qualifications.

**2.11.3.6** The requirements for obtaining access (authorization) and powers **are** as follows:

Requirements

1) at least 18 years of age;

2) completed general, secondary specialized (college) or higher specialized technical education (university/institute)

3) professional training

4) training in occupational health and safety instructions;

5) training in the Organization's procedures (including QAM and related DOE guidelines, as well as standards, technologies and instructions related to production activities);

6) work experience of at least 3 months.

Powers*:*

1) to carry out work on the manufacture of AT within the limits specified in the authorization, under the supervision of the controlling personnel and personnel involved in certification;

2) is not entitled to make any independent decisions and is signed only for the work specifically performed by him/her.

**2.11.4 General requirements for the organization of training and qualification assessment of specialists performing special technological processes**

**2.11.4.1** The requirements for admission of specialists in special technological processes are similar to those set out in clauses 2.11.3.1 - 2.11.3.5 of this QAM .

**2.11.4.2** In the Organization, specialists performing special technological processes include*:*

1) molder of composite materials;

2) grinder;

3) painter;

4) a welder.

**2.11.4.3** Qualification requirements for admission of specialists to perform work on special technological processes :

1) initial training in the specialty (certification) directly at work or in an approved training organization;

2) repeated (ongoing) training the specialty (recertification) every 2 years at work or in an approved training organization;

3) at least 18 years of age;

4) annual training on occupational safety and health;

6) training in the Organization's procedures (including QAM and related IEA guidelines, as well as standards, technologies and instructions related to production activities).

Responsibilities: to perform the types of special technological processes for which they are trained and certified.

**2.11.5 Personnel involved in the certification**

**2.11.5.1 General provisions**

**2.11.5.1.1** The Organization's procedures provide for the granting of certification authority (authorization) to competent personnel who meet the qualification requirements, have received professional training, can perform certification activities and are able to determine when the manufactured AT is ready for commissioning.

**2.11.5.1.2** The Quality Engineer is responsible for preparing the list of personnel involved in the certification. The Deputy Director of Quality is responsible for approving the list of such personnel, granting them certification authority and monitoring their use.

**2.11.5.2 Certification authority**

**2.11.5.2.1** Provided that the personnel meet the qualification requirements, the personnel may be granted certification authority for one or more types of AT production work.

Requirements:

1) at least 21 years of age;

2) completed secondary specialized (college) or higher specialized aviation technical education (university/institute)

3) professional training in those specialties, including special technological processes, used in the production of the JSC, for the types of which it receives certification authority;

4) training in the Organization's procedures (including QAM and related IEA manuals, as well as standards, technologies and instructions related to production activities);

5) training in ASTM requirements;

6) at least 6 months of experience in performing the ordered types of work for the last two years, in accordance with the rights granted by the certification authority;

7) 1 year of experience in the types of work ordered.

Authorization: to issue within the scope of certification authority the Aircraft Declaration of Conformity Form-52, Certificate of Transfer to Service Form-53 or Certificate of Authorized Transfer Form 1 EASA or Form 8130.

Medical suitability. Personnel. The personnel involved in the certification are responsible for ensuring that their physical condition does not prevent them from satisfactorily certifying the work for which they are responsible.

**2.11.5.3 Assessment of competence and qualifications**

**2.11.5.3.** 1 Competence and qualification assessment is performed prior to granting or renewing certification authority.

* + - * 1. Qualification assessment involves:

1) evaluation of all documents that testify to knowledge and qualifications (Certificate, License, Certificate, etc.);

2) verification of current experience (3 months of work experience in the last 24 months);

3) checking the records of the next training;

4) if necessary, confirmation from the organization that issued the training document;

5) comparative verification of the difference between the types of AT in the submitted qualification documents and the types of products manufactured by the Organization.

**2.11.5.4 Issuance of certification authorities**

**2**.**11.5.4.1** Certification authority shall be issued by the Deputy Director for Production of the JSC on the basis of the following documents:

1) Competency Assessment Protocol and Internship Report

2) all documents knowledge and qualifications (Certificate, License, Certificate, etc.).

**2.11.5.4.2** If Deputy Director for Production of JSC is satisfied that the applicant meets the requirements, has and maintains sufficient qualifications, he/she prepares a draft order of the Director on granting certification authority. The Quality Engineer shall make appropriate changes to the List of Personnel Participating in the Certification (Section 1.4.5 of this QAM) and submit it to the Deputy Director for Production of JSC for approval.

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| **2.11.5.4.3** The personnel involved in the certification shall present their certification credentials upon request of a representative of the Competent Authority or personnel specified in Section 1.3 of this QAM. |

**2.11.5.5 Validity and renewal of certification authorities**

**2.11.5.5.1** The powers of the personnel involved in the certification are granted for a period not exceeding 2 years within the validity period of the License, Certificate, Certificate of Qualification.

**2.11.5.5.2** Upon , the certification authority may be extended after the License, Certificate, Certificate of Qualification is extended.

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| **2.11.5.5.3** Qualification maintenance is carried out every 2 years and can be carried out by elements taking into account the specifics of the Organization's activities and have an appropriate training duration. |

**2.11.5.5.4** Upon dismissal of the personnel involved in the certification, their certification authority is automatically revoked.

**2.11.5.6 Revocation, suspension or limitation of certification authority**

**2.11.5.6.1** The Deputy Director for Quality monitors the compliance of the personnel involved in certification. In case of non-compliance, the Deputy Director for Quality conducts an investigation and submits a decision to revoke, suspend or limit certification powers for approval by the Director.

**2.11.5.6.2** Revocation is the withdrawal of certification authority for an indefinite period of time.

Suspension is the deprivation of certification authority for a specified period of time or until the non-compliance is resolved

Restrictions are the deprivation of personnel of some certification powers for types of work or types of AT.

**2.11.5.6.3** Certification authority may be renewed only after an assessment of competence and proficiency as set out in subsection 2.11.5.3 of this QAM.

**2.11.6 Ongoing training**

**2.11.6.1 Ongoing** training in the Organization is part of the overall training process and is carried out on the basis of the annual Plan for conducting ongoing training of personnel at intervals not exceeding 2 years, and ensures the maintenance of a high level of competence and qualification of personnel in technical knowledge and applicable procedures.

**2.11.6.2** Ongoing training is one the prerequisites for continuing authorization to perform work. Current training for the JSC production personnel is organized by the Deputy Director for Production of JSC and conducted by the Process Engineer or Quality Engineer.

* + - 1. The current training includes the following topics:

1) Safety and quality policy;

2) requirements and changes in aviation legislation

3) QAM, procedures and changes in the Organization's structure and requirements;

4) processes of manufacturing of the AT, including special technological processes;

5) procedures for finding defects;

6) labor safety;

7) use of conventional and special means of performing work;

8) human factor principles and personnel errors contained in internal or general incident analyses;

9) examples of non-compliance with the requirements of certain procedures by the staff and analysis of the reasons for these deviations

**2.11.6.4** The process of ongoing training is based on annual staff training plans that include:

1) the name of the topic to be studied;

2) scheduled time for each topic;

3) the date of each lesson.

**2.11.6.5** At the end of the training, a test is conducted. Records of ongoing technical training in each production unit and contain the following information:

1) a list of trained personnel;

2) dates of the classes;

3) marks of presence;

4) the number of hours for each element;

5) the name of the topic;

6) position, name and signature of the person responsible for training.

A record of the ongoing training is made in the "Current training" section of each qualified employee's individual file.

**2.11.7 Personnel records**

**2.11.7.1** An individual file is drawn up for each qualified employee and stored in the relevant production unit. The individual files contain copies of training certificates, internship records, minutes of the qualification commission, orders on granting authority and authorization.

**2.11.7.2** Heads of departments are responsible for the preparation and timely updating of individual files of subordinate employees.

**2.11.8 Quality audit personnel**

**2.11.8.1 Requirements for quality auditors**

**2.11.8.1.1 The** Quality Auditor of the Organization is selected from the personnel who meet the following criteria:

1) has a higher technical education;

2) has at least 1 year of work experience in the JSC's production organization;

3) has personal qualities that allow him/her to obtain and objectively evaluate the audit data;

4) trained in ASTM requirements, Aviation Regulations and guidance documents of the Competent Authority, QAM procedures;

5) trained in the requirements of the international quality standard ISO 9001;

6) trained and qualified in the methods and processes of conducting an audit;

7) trained in the principles of human factor influence;

8) has undergone special training and has relevant experience in conducting quality audits of specific areas (industries) or specific audit functions (e.g., training in the type or experience in the production of aircraft/components, etc.)

**2.11.8.1.2** The specified criteria for selecting a quality auditor are used to ensure that the audit is conducted in a quality manner:

1) an objective assessment of the data obtained;

2) reasoned and unbiased audit;

3) continuous evaluation of the results of observations and personal communication with the staff during the audit;

4) informing the staff of the audited unit about what would be best to achieve the audit objectives;

5) audit process without deviations due to distractions;

6) prevention of stressful situations;

7) analysis and general conclusions based on the audit observations and communication with the staff;

8) the auditor's point of view, justified by the requirements of regulatory documentation, despite pressure to make changes that are not justified by the data;

9) an audit report in an objective and constructive form, focused on achieving a positive result of corrective actions.

**2.11.8.2 Initial training**

**2.11.8.2.1** Initial training of candidates for quality auditors is carried out both in an external authorized organization and directly in the Organization. Confirmation of training in an external organization is an appropriate document (Certificate, Certificate, etc.).

**2.11.8.2.2** Initial training directly in the Organization may be conducted by an experienced lead auditor. Such training is confirmed by the training program and entries in the training log with the issuance of an internal certificate for the right to conduct work.

**2.11.8.3 Qualifications**

The qualification of a quality auditor is awarded after successful completion of the initial training and participation as a trainee auditor in at least 2 audits within 6 months immediately preceding the award of the qualification with the execution of Non-Compliance Reports signed by the trainee and the lead auditor.

**2.11.8.4 Ongoing training**

**2.11.8.4.1** Ongoing training of auditors is conducted by the Quality Engineer on a continuous basis at intervals not exceeding 2 years and includes study:

1) amendments to ASTM, Aviation Regulations and guidance documents of the Competent Authority

2) changes to QAM procedures;

3) changes in the documentation related to the scope of activities (type of aircraft, aircraft component, types of work);

4) audit results and assessment of the effectiveness of eliminating deficiencies;

5) the influence of the "human factor";

6) issues in specific areas (spheres) related to the quality audit of the aircraft/component, etc.

7) additional issues determined by the Quality Engineer.

**2.11.8.4.2** Current training shall be conducted in accordance with standard training programs and shall be recorded in the Training Log against the signature of the trainees.

**2.11.8.5 Individual file**

**2.11.8.5 .1** An individual file is created for each auditor, which contains the following basic information:

1) surname, name, patronymic, date of birth, basic education;

2) department, position and work experience in the Organization;

3) information about special training (with copies of certificates, certificates, etc.);

4) information about the internship with copies of the audit reports attached;

5) information on participation in audits;

6) information on ongoing training;

7) a copy of the authorization indicating the scope and amount of authority.

**2.11.8.5.2** The individual file shall be kept by the Quality Engineer for at least 3 years after the auditor's termination of employment. Access to the auditor's files shall be granted to:

1) Director;

2) Deputy Director for Production of JSC;

3) Deputy Director for Quality;

4) Quality engineer;

5) Competent authority (upon request);

6) the auditor himself.

**2.11.8.5.3** The quality engineer is responsible for the design, content, updating and retention of records of quality audit personnel.

**APPENDIX A**

**(required)**

**FORM SO.08.07.А-1**

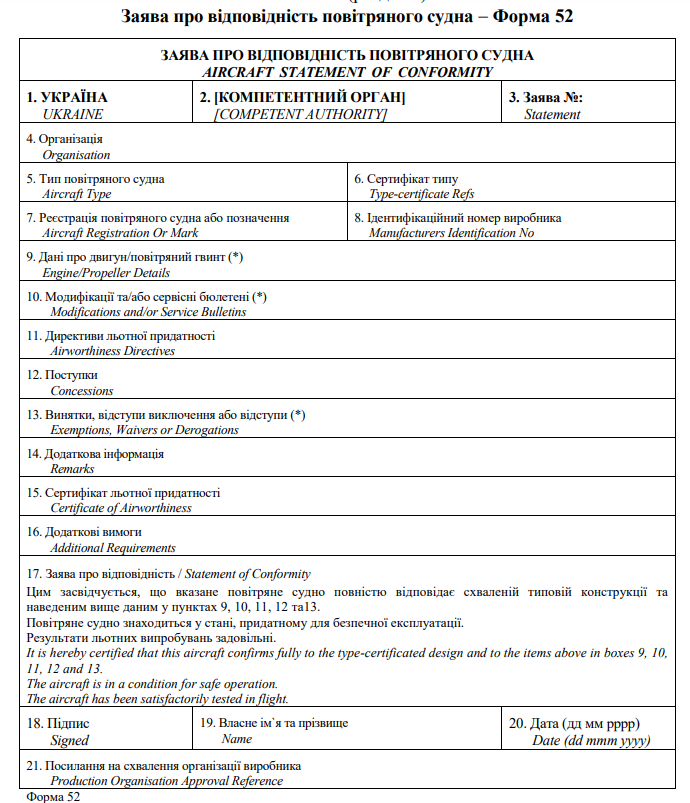
**"ACT OF TRANSFER OF THE CASE TO THE ATTORNEY GENERAL"**

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|  | **A C T**  **TRANSFER OF THE CASE TO THE AT**  *Act of transfer of aviation equipment case* | | | | | | **№** |
| **Date.**  *Date* \_\_\_. \_\_\_. 20 \_\_\_ |
| **The** *case of* **JSC/The** *case of aviation equipment* | | | | | | | |
| **Name of the JSC**  *Name of aviation equipment* | | **Designation of blood pressure**  *Designation of aviation equipment* | | **Serial number**  *Serial number* | | **Number of sheets**  *Quantity of sheets* | **Note**  *Note* |
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| **The JSC's file is fully completed and submitted for review by the certification staff**  *The case of aviation equipment is fully completed and handed over to the certifying staff for verification* | | | | | | | |
| **Controller**  *Inspector* | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((*signature)(/) (signature) ())* | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((last name/) (*first name))* | | **Date.**  *Date* \_\_\_. \_\_\_. 20 \_\_\_ |
| **Certification of JSC**  *Certification of aviation equipment* | | | | | | | |
| **The case of the JSC was checked, Form № dated**  *The case of aviation equipment was checked, Form \_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_. \_\_\_\_\_. 20 \_\_\_\_ was issued* | | | | | | | |
| **Certification staff**  *Certification*  **Authorization no.**  *Authorization No***.** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((signature) (*/) (signat) (ure) ())* | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((last name/) (*first name))* | | **Date.**  *Date* \_\_\_. \_\_\_. 20 \_\_\_ |
| **The JSC's file is checked and transferred to the Documentation Bureau for storage**  *The case of aviation equipment has been checked and transferred to the Documentation accounting bureau* | | | | | | | |
| **Deputy Director for Quality**  *Deputy director of quality* | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((*signature)(/) (signature) ())* | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((last name/) (*first name))* | | **Date.**  *Date* \_\_\_. \_\_\_. 20 \_\_\_ |
| **The JSC's file is accepted for storage at the Documentation Accounting Bureau**  *The case of aviation equipment has been accepted for storage to the Documentation accounting bureau* | | | | | | | |
| **Archivist**  *Archivist* | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((*signature)(/) (signature) ())* | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ((last name/) (*first name))* | | **Date.**  *Date* \_\_\_. \_\_\_. 20 \_\_\_ |

Form SO.08.07.А-1/2023

**APPENDIX C**

**(required)**

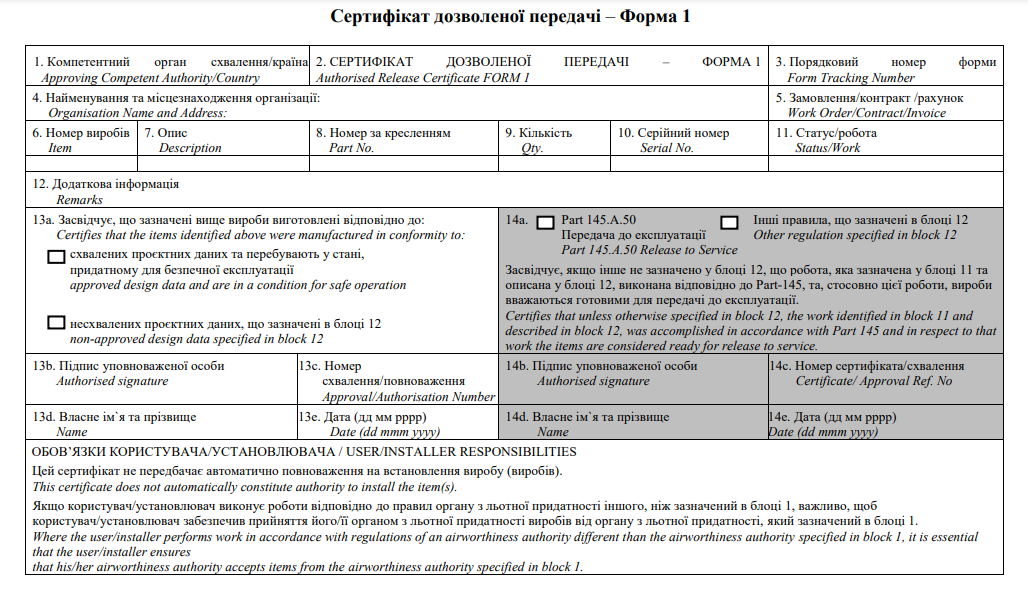
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**APPENDIX C**

**(required)**

**ANNEX D**

**(required)**

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**APPENDIX E**

**(required)**

**FORM SO.08.04.A-2 "LOGBOOK OF THE RESULTS OF INCOMING INSPECTION OF PRODUCTS"**

|  |  |  |  |  |  |  |  |  |  |  |
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| **No. p.p.**  *Item* | **Date.**  *receipt Date of receipt* | **Supplier**  *Supplier* | | **Product name**  *Product* | **Product designation**  *designation* | | **Batch number/serial number**  *Batch/serial number* | **Batch size**  *Volume of the batch* | **No. of the product certificate**  *No. Certificate*  *for products* | |
| **1** | **2** | **3** | | **4** | **5** | | **6** | **7** | **8** | |
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| *Form/Form*  SO.08.04.А-2 | | |  | | |  | | | |  |

***Continuation of the table***

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| **Supporting document**  *Accompanying document* | **Sample size**  *Volume of sampling* | **Document about**  **entrance control**  *Document on incoming control* | **Conclusion of suitability**  *Conclusion on suitability* | **Storekeeper**  *Storekeeper* | **Quality Controller**  *Inspector* | **Accounting date**  *Record* |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
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**ANNEX F**

**(required)**

**FORM SO.08.03.**

**"STATEMENT OF MEANS OF PERFORMANCE OF WORK"**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LIST OF MEANS OF PERFORMING WORK**  ***List of work performance means (WPM)***  ***підрозділ/division* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **No. p.p.**  *Item* | **Name** *Name* | **Drawing No., model, type**  *Drawing No, model, type* | | **Serial number**  *Serial No.* | **Date of manufacture**  *Date of manufacture* | | **Identification markings**  *Identification designation* | **Name of the person in charge**  *Name of the responsible person* | | **Technical condition**  *Technical condition* |
| **1** | *EQUIPMENT/EQUIPMENT* | | | | | | | | | |
| **1.1** |  |  | |  |  | |  |  | |  |
| **1.2** |  |  | |  |  | |  |  | |  |
|  |  |  | |  |  | |  |  | |  |
| **2** | **SPECIAL** *WPM* | | | | | | | | | |
| **2.1** |  |  | |  |  | |  |  | |  |
| **2.2** |  |  | |  |  | |  |  | |  |
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| **3** | *MEANS OF MEASURING TECHNIQUES* | | | | | | | | | |
| **3.1** |  |  | |  |  | |  |  | |  |
| **3.2** |  |  | |  |  | |  |  | |  |
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| **4** | **STANDARDIZED** *WPM* | | | | | | | | | |
| **4.1** |  |  | |  |  | |  |  | |  |
| **4.2** |  |  | |  |  | |  |  | |  |
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| **Developed by Komirnyk \_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_/**  *Developed Storekeeper* (() (*signature)*(/) (*signature) (*)) (() (last name)/name)  **Date.**  *Date \_\_\_\_. \_\_\_\_. 20* | | | | | | | | | | |
| *Form/Form*  SO.08.03.A-3 | | |  | | |  | | |  | |

**APPENDIX G**

**(required)**

**FORM SO.08.03.A-1 "AIR CONDITIONING EQUIPMENT LABEL"**

**(green color)**

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| **LABEL**  **AIR CONDITIONING EQUIPMENT**  ***Conditioning equipment label*** | | | | | |
| **Name**  ***Name*** |  | | | | |
| **Model, type**  ***Model, type*** |  | | **Serial No.**  ***Serial No.*** |  | |
| **Date of manufacture**  ***Date of manufacture*** |  | | **Designation**  ***Designation*** |  | |
| **Term *of the next inspection, service*/Term *of the next inspection, service*** | | | | | |
| 1 | 2 | 3 | | | 4 |
| 5 | 6 | 7 | | | 8 |
| *Form/Form*  SO.08.03.A-1 |  |  | | |  |

**APPENDIX H**

**(required)**

**FORM SO.08.03.A-2 "LABEL OF CONDITIONED REPORT"**

**(green color)**

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| **Designation**  ***\_\_\_\_\_***  ***\_\_\_\_\_*** | **Serial No.** | **The next check** |
|  |  |

**APPENDIX I**

**(required)**

**FORM SO.08.03.A-9 "SCHEDULE OF PERIODIC CALIBRATION (VERIFICATION) OF MEASURING INSTRUMENTS"**

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| **APPROVED**:  *AGREED*  Head of the workshop (department)  *Workshop Department Manager*  \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_/  \_\_\_. \_\_\_. 20 \_\_\_ | | | | | | | **APPROVED**:  *APPROVED*  Deputy Director for Production of JSC  *Deputy director of AE production*  \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_/  \_\_\_. \_\_\_. 20 \_\_\_ | | | | | | | | | | | | | | |
| **SCHEDULING**  *SCHEDULE*  **periodic calibration (verification) of the FTA**  *periodic calibration of measuring equipment/instruments*  **for the year 20 \_\_\_** *for year* | | | | | | | | | | | | | | | | | | | | | |
| **No. of items**  *Item* | **Name**  *Name* | **Type**  *Type* | | **Serial No.**  *Serial number* | **Date of the last check**  *Date of last*  *calibration* | | **Place of inspection**  *Place of*  *calibration* | **Calendar terms of inspection**  *Calendar terms of calibration* | | | | | | | | | | | | | |
| **1 quarter**  *1 quarter* | | | | **2nd quarter**  *2 quarter* | | | **3rd quarter**  *3 quarter* | | | | **4th quarter**  *4 quarter* | | |
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| *Form/Form*  SO.08.03.A-9 | | |  | | |  | | |  | | | | | | |  | | | | | |

**ANNEX J**

**(reference)**

**FORM SO.08.04.А-5**

**"QUARANTINE LABEL"**

***Yellow color***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Place of attachment*** | **QUARANTINE №**  ***QUARANTINE LABEL No \_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | ***Place of attachment*** |
| **Isolated** *in a storeroom,* **workshop #/Isolated** *in a storeroom, workshop № \_\_\_\_\_\_\_\_* | | | | | | |
| **Name**  *Name* | | **Party**  *Batch No.* | **Drawing no.**  *Part No.* | **Serial No.**  *Serial No.* | **Quantity.**  *Quantity* | |
|  | |  |  |  |  | |
| *Store Keeper* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  *Date/Date\_\_\_*.\_\_\_\_ 20\_\_\_\_  ((signature) ()) ((*name) ())* | | | | | | |
| **End date of storage in the quarantine zone (inclusive)**  \_\_\_\_ . \_\_\_\_ . 20 \_\_\_\_  *End date of storage in the quarantine zone (inclusive)* | | | | | | |
| **Decisions** *on further actions with products*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *chek protocol/APC* **№** */Test chek* protokol/APC *No* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***The*** *reason for the rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | |
| **QC** *Inspector* \_\_\_\_\_\_\_\_\_\_\_\_  *Date/Date* \_\_\_.\_\_\_\_ 20\_\_\_\_  ((signature)() (last name*)first name)*  Form SO.08.04.А-5/2023 | | | | | | |

**APPENDIX K**

**(required)**

**FORM SO.08.04.А-4**

**"PRODUCT NOMENCLATURE LABEL"**

***Green color***

|  |  |  |  |
| --- | --- | --- | --- |
| **Code.** | **Name** | | **Id.** |
|  |  | |  |
| Form SO.08.04.А-4/2023 | |

**ANNEX L**

**(required)**

**FORM SO.08.06.A-2**

**"REPORT ON PRODUCT NONCONFORMITY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **REPORT ON NON-COMPLIANCE**  ***PRODUCT NONCONFORMITY REPORT*** | | | | | | | **№** |
| **Date:**  ***Date:*** |
| **Product** *name, designation***, drawing** *No***./Product** *name, designation, drawing No***:** | | | | | | | | |
| *Supplier*: | | | | | | | | |
| **Date of receipt**  *Date of receipt* | | **Quantity.**  *Quantity* | | *Waybill/invoice/contract No.*  **and date** *Waybill/invoice/contract No. and date* | | **Order No. and date**  *Order No. and date* | | |
|  | |  | |  | |  | | |
| **Reason** *for deviation/unsuitability/Reason for deviation/nonconformity*: | | | | | | | | |
| *Corrective actions are required*:  **Storekeeper**  **Quality Controller**  *Storekeeper* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Inspector*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ((*signature*)) ((*name)*)  ((signature*))* ((*name)*)  **Date**:  **Date**:  *Date:* \_\_\_\_. \_\_\_\_. **20** \_\_\_ *Date:* \_\_\_\_. \_\_\_\_. **20** \_\_\_ | | | | | | | | |
| **Corrective** *action performed*:  Completed *by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ((position)) ((*signature))* ((*name)*  **Date**:  *Date:* \_\_\_\_. \_\_\_\_. **20** \_\_\_ | | | | | | | | |
| *Final decision* :    **Storekeeper**  **Quality Controller**  *Storekeeper* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Inspector*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ((*signature*)) ((*name)*) ((signature*))* ((*name)*)  **Date**:  **Date**:  *Date:* \_\_\_\_. \_\_\_\_. **20** \_\_\_ *Date:* \_\_\_\_. \_\_\_\_. **20** \_\_\_ | | | | | | | | |
| Form SO.08.06.А-2/2023 | | |  | |  | |  | |

**APPENDIX M**

**(required)**

**FORM SO.08.06.A-1 "LABEL OF NON-CONFORMING PRODUCTS"**

***Red color***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Place of attachment*** | **LABEL OF NON-CONFORMING PRODUCTS**  ***INCORRECT PRODUCT LABEL*** | | | | | | | | ***Place of attachment*** |
| **Isolated** *in a storeroom,* **workshop #/Isolated** *in a storeroom, workshop № \_\_\_\_\_\_\_\_* | | | | | | | | | |
| **Name**  *Name* | | | **Party**  *Batch No.* | | **Drawing no.**  *Part No.* | **Serial No.**  *Serial No.* | | **Quantity.**  *Quantity* | |
|  | | |  | |  |  | |  | |
| *Store Keeper* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  *Date/Date\_\_\_*.\_\_\_\_ 20\_\_\_\_  ((signature/) (signature) ()) (last name/) (*name) ())* | | | | | | | | | |
| *Product rejected during* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name, number (designation) and date of the rejection document\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Name, number (designation) and date of the deviation document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***The*** *reason for the rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | | | | | |
| *QA/Inspector*  \_\_\_\_\_\_\_\_\_\_\_\_  *Date/Date* \_\_\_.\_\_\_\_ 20\_\_\_\_  ((signature)) ((last*name))* | | | | | | | | | |
| *Form* SO.08.06.А-1/2023 | |  | |  | | |  | | |

**APPENDIX N**

**(required)**

**FORM SO.08.06.A-3 "LOGBOOK OF THE ISOLATOR OF NON-CONFORMING PRODUCTS"**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. p.p.**  *Item* | **Date.**  *receipt Date of receipt* | **Supplier**  *Supplier* | | **Product name**  *Product* | **Product designation**  *designation* | | **Batch number/serial number**  *Batch/serial number* | **Batch size**  *Volume of the batch* | **Supporting document**  *Accompanying document* | |
| **1** | **2** | **3** | | **4** | **5** | | **6** | **7** | **8** | |
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| *Form/Form*  SO.08.06.А-3 | | |  | | |  | | | |  |

***Continuation of the table***

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| --- | --- | --- | --- | --- | --- |
| **Storekeeper**  *Storekeeper* | **Sent to the addressee**  *Sent to addressee* | **Authorization document**  *Authorization document* | **Date of departure**  *Withdrawal date* | **Storekeeper**  *Storekeeper* | **Controller**  *Inspector* |
| **9** | **10** | **11** | **12** | **13** | **14** |
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**APPENDIX O**

**(required)**

**"AIRCRAFT TRANSFER CARD"**

|  |  |  |
| --- | --- | --- |
|  | **AIRCRAFT TRANSFER CARD**  ***AIRCRAFT TRANSMISSION CARD*** | **№** |
| **Date.**  *Date \_\_\_.\_\_\_. 20\_\_\_* |
| *Airplane/Aircraft* \_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*type*  *Engine/Engine*  \_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*type*  *Propeller*  \_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*type*  **Additional equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Additional equipment* (name, type, *number/name, type, number*)  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Aircraft weight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Centering *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ %*  Remaining *fuel*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kg/kg* | | |
| **This fully equipped aircraft, with tested operational systems and satisfactory structural condition, is handed over to the engineering and aviation service of the operating organization for responsible storage and production test flights.**  *This aircraft, fully equipped, with proven operational systems and a satisfactory structural condition, is being transferred to the aviation engineering service of the operating organization for responsible storage and production test flights*  **Deputy Director for Production of JSC**  *Deputy director of AE production*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**  (*signature*) (last name*)*  **\_\_\_\_ \_\_\_\_\_\_ 20\_\_\_** | | |
| **Engineering and Aviation Service (EAS)**  *Aviation engineering service (AES)*  **злітно-посадкового** *майданчика/airstrip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The aircraft has been accepted for safekeeping. Remarks**  *The aircraft was accepted for safekeeping. Remarks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Head of the IAS**  *AES Head*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_ \_\_\_\_\_\_ 20\_\_\_**  (*signature*) (surname) | | |

**APPENDIX P**

**(required)**

**"TEST FLIGHT MAP"**

|  |  |  |
| --- | --- | --- |
|  | **TEST FLIGHT MAP**  ***TEST FLIGHT CARD*** | **№** |
| **Date.**  *Date \_\_\_.\_\_\_. 20\_\_\_* |
| ***APPROVE***  **Deputy Director for Production of JSC**  *Deputy director of AE production*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**  **\_\_\_\_ \_\_\_\_\_\_ 20\_\_\_** | | |
| *Airplane/Aircraft* \_\_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*type*)  *with engine* \_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*type*)   1. *Flight* **task**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **2. Number** *of flights* **- \_\_\_\_\_**  **3.** *Means of objective control* **(***MOC***):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (*type/type*, No.)  **4. Flight** *data***:**  **4.1 Flight** *duration \_\_\_\_\_\_\_\_\_\_* \_\_\_\_\_\_\_\_\_\_\_\_  (*hours/hours*) (*minutes/minutes*)  **4.2. Takeoff weight/Takeoff** *weight* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*kg/kg*)  **5.** Meteorological *conditions:*  **5.1. Ambient** *air temperature \_\_\_\_\_\_\_\_\_\_\_* (°C)  **5.2.** The *pressure of the day* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm *Hg*)  **6.** *Flight profile***:** | | |

**Test flight map (reverse side)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. of points according to the flight profile**  *No. of the point according to the flight* | **Height (m)**  *Altitude (m)* | | **Speed (km/h)**  *Speed (km/h)* | | **Name of the parameters to be**  *The name of the parameters to be checked* | **Parameter values**  *Parameter values* | | |
| **Set flight altitude**  *Set flight altitude* | **Flight altitude according to ZOC data**  *Flight altitude according to MOC data* | **Set flight speed**  *Set speed altitude* | **Flight speed according to the ZOC data**  *Flight speed according to MOC data* | **According to the pilot**  *According to the pilot* | **Pros.**  **data from the ZOC**  *According to the MOS* | **Set according to technical requirements**  *Given according to technical requirements* |
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| **7. The** *MOC has performed data decryption*:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (*position*) *signature*) (surname) (*name*)  \_\_\_\_\_ \_\_\_\_\_\_  **8. The** *pilot***'s** *opinion about the serviceability of the aircraft/The pilot` s opinion about the serviceability of the aircraft***:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (*position*) (*signature*) (surname) (*name*)  \_\_\_\_\_ \_\_\_\_\_\_  **9.** *The* **aircraft** *is allowed for further operation***:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (*position*) (*signature*) (surname) (*name*)  \_\_\_\_\_ \_\_\_\_\_\_  **10.** *The MOC checked the data of the records*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (*position*) (*signature*) (surname) (*name*)  \_\_\_\_\_ \_\_\_\_\_\_ | | | | | | | | |

**APPENDIX Q**

**(required)**

**FORM SO.08.02.A-3 "SUPPLIER/SUBCONTRACTOR EVALUATION QUESTIONNAIRE"**

| **ANG LLC**  **"PATRIOT-UKRAINE"**  *LLC "ANG PATRIOT-Ukraine* | *Supplier/Subcontractor Evaluation Questionnaire Supplier/Subcontractor Evaluation Questionnaire* | | | |
| --- | --- | --- | --- | --- |
| **Please fill out the Questionnaire and send it to our address**  **Thank you, and we look forward further cooperation**  *Please complete the Questionnaire and send back to us. Thank you, with wishes for further cooperation* | | | | |
| **I. Name of the**  *Name of the enterprise* | |  | | |
| **II. Address of your company /telephone/fax/email**  *Enterprise address /phone/fax/e-mail* | |  | | |
| **III. Name and position of the person responsible for the quality system**  *Name and title of the person responsible for quality system* | |  | | |
| **Tel/fax/e-mail**  *Phone/fax/e-mail* | |  | | |
| **IV. No. of the Certificate of Approval**  **(Please attach a copy)**  *Certificate of approval No. (Please attach a copy)* | |  | | |
| **V. Business activities of the enterprise**  *Activity* | | | **Yes.**  *Yes* | **No.**  *No* |
| **For the Manufacturer. Please attach the list, product range**  *Manufacturer. If you are, please enclose the production list or equivalent* | | |  |  |
| **For the Subcontractor. Please attach the Scope of Approval/Capability List/Certificate**  *Subcontractor***.** *Please, attach the Scope/Capability list, Certificate* | | |  |  |
| **Distributor, Dealer. Please attach the Dealer's Authorization Letters, Contract No. with the original Manufacturers**  *Distributor, Dealer. Please, attach your authorizations, original manufacturers ref. contracts No.* | | |  |  |
| **Do you supply components/parts/materials to the aviation industry, operators, MROs?**  *Do you supply aircraft related component/part/material for aeronautical industry/Operators/Maintenance organizations?* | | |  |  |
| **Additional information**  *Additional information* | | |  |  |

*Form/Form*  SO.08.02.A-3

| **ANG LLC**  **"PATRIOT-UKRAINE"**  *LLC "ANG "PATRIOT-Ukraine"* | *Supplier/Subcontractor Evaluation Questionnaire Supplier/Subcontractor Evaluation Questionnaire* | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Quality system**  *Quality system* | | | **Yes.**  *Yes* | **No.**  *No* | *Document Document* | |
| 1. **Do you have a documented quality management system?**   *Do you have a documented quality assurance system?* | | |  |  |  | |
| 1. **Does the company have a certificate for products and a quality management system? Please attach a copy.**   *Does the company have a Certificate for production, quality system? Please attach a copy.* | | |  |  |  | |
| 1. **Does the company carry out work on the approval of production, products, quality system?**   *Does the company provide a production, product, and quality system* | | |  |  |  | |
| 1. **Does the company have procedures for selecting and evaluating Suppliers and Subcontractors?**   *Do you have procedures on Suppliers and Subcontractors selection and evaluation?* | | |  |  |  | |
| 1. **Is there an incoming inspection procedure for raw materials, supplies, and products received by the company?**   *Is the procedure on raw materials and products receiving inspection carried out* | | |  |  |  | |
| 1. **Does the company keep records and analyze the quality of raw materials, supplies, and products?**   *Does the company ensure accountability and revitalization of raw materials and products* | | |  |  |  | |
| 1. **Has the company developed procedures to ensure the identification and traceability of products from the moment of receipt of the material, part, component to the shipment of products to the Customer?**   *Has the company developed documented procedures for identification and traceability from receipt to shipping and delivery of your products to the customer?* | | |  |  |  | |
| 1. **Does the company have instructions for inspecting and testing products?**   *Does the company have procedures for inspection and testing of products* | | |  |  |  | |
| 1. **Does the company have a procedure for dealing with products that have not passed control tests?**   *Do you have procedures for dealing with non-conforming, non-accepted materials and products?* | | |  |  |  | |
| 1. **Does the company have documents regulating the procedures for packaging, preservation and storage of finished products?**   *Do you have procedures for packaging, preservation and storage of released products?* | | |  |  |  | |
| 1. **Do you organize systematic professional and quality-related training for your employees?**   *Do you organize systematic professional and quality-related training for your employees?* | | |  |  |  | |
| 1. **Do you analyze customer complaints to prevent the recurrence of such complaints?**   *Do you analyze customer complaints to avoid the repetition of such complaints?* | | |  |  |  | |
| 1. **Do you have your own requirements for product labeling?**   *Do you have your own marking products?* | | |  |  |  | |
| 1. **Do you have a security system in the storage area, restricted access area?**   *Do you have a security system in the restricted area?* | | |  |  |  | |
| 1. **Do you have a special storage area for environmentally sensitive components, materials, or materials with special requirements?**   *Do you have a special storage area for sensitive components, materials or materials with specific requirements?* | | |  |  |  | |
| 1. **Do you have an expiration date control system?**   *Do you have an expiration date control system?* | | |  |  |  | |
| 1. **Which aviation companies are consumers of your products/services? Please attach a list.**   *Specify the customers of your products/services. Please, give the attached list.* | | |  |  |  | |
| 1. **Please attach a list of products/services provided by your company.**   *Attach, please, a list of your company products/services.* | | |  |  |  | |
| 1. **Does your company issue an EASA Form 1 or equivalent?**   *Does your company issue EASA Form 1 or equivalent?* | | |  |  |  | |
| 1. **Does your company have an independent inspection?**   *Does your company have an independent inspection?* | | |  |  |  | |
| 1. **Signature, name, position of the Supplier/Subcontractor, seal**   *Authorized Supplier Representative's signature, full name and position, seal*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Phone/Phone* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E-mail** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Дата/Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| 1. **Recommendation of the Responsible Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **ANG PATRIOT UKRAINE"**  *LLC "ANG "PATRIOT -Ukraine"*  *Recommendation of the Responsible official*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Signature,** date/Signature*, date* | | | 1. **Approval of the Deputy Director**   **for the production of JSC**  *Deputy director for production, Approval*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature,** date/Signature*,* | | | |

*Form/Form*  SO.08.02.A-3

**APPENDIX R**

**(required)**

**INTERNAL AUDIT PLAN**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Internal audit plan at year**  ***INTERNAL AUDIT PLAN for \_\_\_\_\_\_\_ year*** | | | | | *Sheet/Page* | |  |
| *Pages* | |  |
| **Audit No., month**  *Audit No., month* | **Audit topic**  *Audit subject* | | **Subdivision**  *Division* | | | | **Lead auditor**  *Lead auditor* | **Date of the event**  *Date of performance* | |
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**APPENDIX S**

**(required)**

**AUDIT REPORT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **LTD "ANG PATRIOT UKRAINE"**  ***LLC "ANG PATRIOT- UKRAINE*** | | | | | | | *Sheet/Page* | |  |
| **Sheets**  *Pages* | |  |
| ***AUDIT REPORT CHECKLIST*** | | | | | | | | | | | |
| **Audit no.**  *Audit no.* |  | **Audit period**  *Audit duration* | |  | | | **Type of audit**  *Audit type* | |  | | |
|  | | | | | | | | | | | |
| **Subdivision**  *Division* | | **Site, aircraft, component**  *Area, aircraft, component* | | | **Compliance**  *Compliance* | | | | **No. of the report on non-compliance**  *Non-Conformity Report No.* | | |
| **YES**  *Yes* | **NO**  *No* | | **N/A**  *N/A* |
|  | |  | | |  |  | |  |  | | |
|  | |  | | |  |  | |  |  | | |
| **Commentary:**  *Comment:* | | | | | | | | | | | |
| **The total number of shortcomings**  *Total number of non-conformities* | | |  | **Significant**  *Major* | |  | | **Minor**  *Minor* | |  | |
| **Lead auditor**  *Lead Auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/*  (position*)*  (signature) (surname)  **Date.**  *Date \_\_\_ \_\_\_\_* 20 | | | | | | | | | | | |
| **Checked. Quality management engineer**  *Checked. Quality control engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/*  (signature) (surname)  **Date**  *Date\_\_\_ \_\_\_\_* 20 | | | | | | | | | | | |

**APPENDIX T**

**(required)**

**REPORT ON THE RESULTS OF THE AUDIT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | **LTD "ANG PATRIOT UKRAINE"**  ***LLC "ANG PATRIOT-UKRAINE*** | | | | | | | *Sheet/Page* | | |  |
| **Sheets**  *Pages* | | |  |
| ***REPORT ON AUDIT RESULTS*№** | | | | | | | | | | | | | |
| **Audit no.**  *Audit no.* | |  | **Audit date**  *Audit date* | | | |  | **Type of audit**  *Audit type* | |  | | | |
| **Organization.**  *Organization* | | |  | | | | | **Subdivision**  *Division* | |  | | | |
| **No.** *item Item* | **Content of the discrepancy, signature of the auditor**  *Content of non-conformity, auditor's signature* | | | *Level Level* | | **Cause and corrective action**  *Cause and corrective action* | | | **Date of execution agreed, signature of the**  *Agreed date of execution, signature of the head* | | | **Actual date of execution, signature of the auditor**  *Actual date of execution, auditor's signature* | |
|  |  | | |  | |  | | |  | | |  | |
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| **Appendices** *(if necessary);* | | | | | | | | | | | | | |
| **Corrective actions have been taken. Auditor**  *Corrective actions completed. Auditor* | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**  (*signature*) (surname) | | | | | | **Date.**  *Date \_\_\_.\_\_\_ 20\_\_\_* | | |
| **Verified. Lead auditor**  *Checked. Lead auditor* | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**  (*signature*) (surname) (name) | | | | | | **Date.**  *Date \_\_\_.\_\_\_ 20\_\_\_* | | |
| **Conclusion. Quality management engineer**  *Conclusion. Quality control engineer*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**  (*signature*) (surname) (name) | | | | | | **Date.**  *Date \_\_\_.\_\_\_ 20\_\_\_* | | |

**APPENDIX U**

**(required)**

**INTERNSHIP REPORT**

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| --- | --- | --- | --- | --- | --- |
|  | **REPORT**  ***ON-JOB TRAINING REPORT*** | |  | |  |
| Sheets/Pages | |  |
| **Surname, First name,** *Patronymic. \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Посада/Position*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Підрозділ/Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Тема/Subject* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type *of aircraft* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type *of engine* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type *of component* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Спецпроцес/Special process \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Інструктор/Instructor*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*name*, *position*, *division*)  **Internship period from to**  *On-job training period since \_\_\_\_\_\_\_\_\_\_\_ till*  \_\_\_\_\_\_\_\_\_\_\_\_\_  *Total**Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |
| **Objectives.**  *Task* | | **Assessment.**  *Grade* | | **Signature**  *Signature* | |
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| 1. *Copies of the with a note on the acceptance of the work by the Inspector* | |  | |  | |
| **Instructor** *conclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Date/Date \_\_\_.\_\_\_ 20\_\_\_\_*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (signature) (*surname/name)* | | | | | |

**ANNEX V**

**(required)**

**COMPETENCE ASSESSMENT PROTOCOL**

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|  | **COMPETENCE ASSESSMENT PROTOCOL**  ***COMPETENCE ASSESSMENT PROTOKOL*** | | | | |
| **Date.**  *Date \_\_\_.\_\_\_ 20\_\_\_* | **№ \_\_\_\_\_\_\_\_\_\_\_** | | | Sheet/Page |  |
| Sheets/Pages |  |
| 1. *Кандидат/Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   (last *name, first name*, *patronymic/full name)*  *Спеціальність/Specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Age**(complete years) \_\_\_\_\_\_\_\_\_\_\_\_\_*  **Total** *work experience* **(***complete years***)/Total** *work experience (complete years) \_\_\_\_\_\_\_\_\_\_*  **Position (***profession) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Available** *admission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   **Aircraft***, engine, component , engine, component*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Scope** *of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. *Purpose of competency assessment (cross the required)* | | | | | |
| **Receiving**  **tolerance**  *New authorization* | | **Continuation/expansion**  **tolerance**  *Authorization renewal/extension* | **Restoration of access after withdrawal**  *Renewal after suspension* | | |
|  | |  |  | | |
| **For aircraft***, engine***,** *component type/For aircraft, engine, component type*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Scope** *of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Повноваження/Privileges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |
| 1. *Presented documents (delete item):* 2. **Recommendation from the head of the department**   *Recommendation of division head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Account personal** *card/Individual file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 2. **Information on the implementation of the practical training program**   *The information on job-training program accomplishment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Information on training in authorized training organizations.**   *The information about training in authorized training centers.*  **License** *No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Additional information on the confirmation of competence**   *Additional information on confirmation of competence*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | |

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| 1. **A subgroup of the Qualification Commission:**   *A subgroup of the qualification commission in the composition* | | | | | | |
| **No. of items**  *Itev* | **Position.**  *Position* | | | **Last name, first name**  *Name, surname* | | |
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| **reviewed the submitted documents and examined the candidate on the following topics**  *reviewed the submitted documents and examined the candidate on the following* | | | | | | |
| **No. of items**  *Item* | **Topics of questions**  *Topics of question* | | | **Number of questions**  *Number of questions* | | **Result.**  *Results* |
| **1** | **Aviation legislation and applicable standards**  *Aviation regulation and applicable standards* | | |  | |  |
| **2** | **Procedures** *of the Production Organization* **Manual and the** *Quality* **Assurance Manual / Procedures** *of the Production Organization*  *and Quality Assurance Manual* | | |  | |  |
| **3** | *Labor protection and safety precautions* | | |  | |  |
| **4** | **Duties** *and responsibilities/Duties and responsibilities* | | |  | |  |
| **5** | **Technical** *documentation* | | |  | |  |
| **6** | **Preparation of production documentation/Records** *of production documentation* | | |  | |  |
| **7** | **Special** *technological processes* | | |  | |  |
| **8** | *Means of performance of work* | | |  | |  |
| **9** | **Professional** *and personal properties* | | |  | |  |
| **10** | **Other** *questions/Other question* | | |  | |  |
| **Based** *on* **the review** *of the* **submitted** *documents and the results of the* **oral** *examination***,** *the qualification commission decided to grant to Mr*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  (last *name, first name*, patronymic/full *name)* | | | | | | |
| **To perform work independently**  *To independent performance of work* | | | **To perform work under supervision**  *To perform work under supervision* | | | |
|  | | |  | | | |
| **The decision of the commission in case of a negative result of the competence assessment:**  *Decision of the commission in case of a negative result of the competence assessment* | | | | | | |
| **Additional theoretical training is required**  *Additional theoretical training is required* | | **Additional practical training is required**  *Additional practical training is required* | **Additional documents are required**  *Additional documents must be submitted* | | **Other solution (specify)**  *Other solution*  *(specify please)* | |
|  | |  |  | |  | |
| **Chairman of the qualification commission**  *Chairmen qualification commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/*  **Members of the commission**  *Commission members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/* | | | | | | |

**APPENDIX W**

**(required)**

**CERTIFICATION**

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| **UKRAINE**  ***UKRAINE***  **ANG LLC**  **"PATRIOT-UKRAINE"**  ***LLC "ANG PATRIOT- UKRAINE***    **CERTIFICATION**  ***LICENSE***  **№ \_\_\_\_\_\_\_\_\_\_\_** |

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| 1. **Last name, first name, patronymic**   *Holder name in full*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Date of birth**   *Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Signature of the owner**   *Holder's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. *Education/Education*   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. **Specialty by diploma**   *Specialty by diploma*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   1. **Qualification by diploma**   *Qualification by diploma*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | 1. **Diploma series no.**   *Diploma series \_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_*  **Date of issue**  *Date of issue \_\_\_\_. \_\_\_\_ 20 \_\_\_*   1. **The holder of this Certificate is authorized to perform the works and duties specified in the Appendix to this Certificate.**   *The owner of this License is granted the right to perform the works and duties specified in the Appendix to this License*   1. **Issued by ANG PATRIOT-UKRAINE LLC**   *Issued by LLC "ANG "PATPIOT-UKRAINE"*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  (position *of authorized person)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M.P. */\_\_\_\_\_\_\_\_\_\_\_\_\_/*  (*signature)* (*surname*) (name)  **Date of issue**  *Date of issue \_\_\_\_. \_\_\_\_ 20 \_\_\_* |

***Continuation of Annex W***

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| ***APPENDIX***  **to the Certificate No. dated**  ***to the License No.* \_\_\_\_\_\_\_\_\_ *date* \_\_\_. \_\_\_. 20 \_\_\_**  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  (last *name, first name, patronymic of the* Certificate *holder/full name of the License holder)* | | | |
| **No. of items**  *Item* | **Is allowed to perform work and duties**  *It is allowed to perform work and duties* | **Order No., date**  *Order No., date* | **Name and signature of the authorized person**  *Name and signature*  *of authorized person* |
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