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REQUIREMENTS FOR DELEGATED QUALITY ACTIVITIES

KJ - 14

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Effective from:
Agreement Card Ref.:

Revision 10
Mielec, January 2024.

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REVISION HISTORY

Rev.	Date	Reason for revision
08	November 2021	Alignment with the organizational changes in the Company. Updated related documents, attachments and paragraph 7 – provision concerning training in delegated quality activities.
09	November 2021	Updated related documents. Revised paragraph 4.1 by introducing the DPRV (ODJ) access requirement to product-related documentation, including P.O. referred standards. Revised paragraphs 4.2 and 7 by introducing the examination requirement confirming the awareness of the delegated quality activities personnel in the scope of the requirements and expectations of product quality. Updated Attachment KJ-14_3_rev.04 “Delegated Product Release Verification Checklist”.
10	January 2024	Added related documents. Updated attachments (change of logo) resulting from the Order no. 3 of the President of the Board. Changed numbering of attachments for compliance with the new standards. Supplemented requirements for product release and delegated quality activities internal audit.

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INTRODUCTION

Customers of Polskie Zakłady Lotnicze Sp. z o.o. require high quality products and services, and to meet these demands the Company must constantly improve its quality management system and maintain high quality discipline. To ensure the appropriate quality level of products supplied to Polskie Zakłady Lotnicze Sp. z o.o., it is the responsibility of suppliers to create and maintain a quality management system.

The complexity of the manufactured products, requiring the use of complex manufacturing processes and the responsibility for the manufactured products, impose on Polskie Zakłady Lotnicze Sp. z o.o. the need to qualify, approve, supervise and review suppliers. Having a certified quality management system by a supplier does not automatically grant approval by Polskie Zakłady Lotnicze Sp. z o.o. as a supplier, but it is significant to it.

In addition, suppliers of Polskie Zakłady Lotnicze Sp. z o.o. are expected to implement processes conducive to continuous quality improvement.

Polskie Zakłady Lotnicze Sp. z o.o. evaluates and selects suppliers on the basis of their ability to meet quality requirements, with the extent and type of supplier supervision depending on the impact of supplied products on production execution and the final product.

1. SCOPE

1.1 General provisions

The purpose of this document is to inform suppliers of Polskie Zakłady Lotnicze Sp. z o.o. and delegated quality activities personnel about their responsibilities and activities related to the delegated authority.

1.2 Applicability

The requirements contained in this document are guidelines for delegated quality representatives.

Delegated quality activities are inspection activities performed by supplier personnel on behalf of Polskie Zakłady Lotnicze Sp. z o.o.

2. RELATED DOCUMENTS

Procure-2-011	Supplier Quality Requirements
ASQR-01	Aerospace Supplier Quality Requirements
AS 13100	AESQ Quality Management System Requirements for Aero Engine Design and Production Organizations
PJ-7.4-01	Qualification and Approval of Suppliers

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KJ-06	Quality Requirements for Suppliers of Polskie Zakłady Lotnicze Sp. z o .o
IJ-7.5-05	Stamp Control at Polskie Zakłady Lotnicze Sp. z o.o.
PJ-6.2-02	Training
SCOP DQR	Supply Chain Operating Procedure: Delegated Quality Representative (DQR) Program
AS 9117	Delegated Product Release Verification Requirements

3. TERMS AND DEFINITIONS

Delegated quality activities personnel – supplier’s employee who has been properly trained and approved by Quality Management Director of Polskie Zakłady Lotnicze Sp. z o.o. This representative is authorized to inspect, approve and release products.

Delegated Product Release Verification (DPRV) – a process whereby supplier is delegated the authority to act on behalf of the delegating organization to verify and release products/services.

4. SUPPLIER REQUIREMENTS

4.1 General requirements

Suppliers who are expected to obtain delegated authority must meet the quality system requirements specified in Procure-2-011/ ASQR-01. Supplier readiness assessment is carried out by a team of auditors from Polskie Zakłady Lotnicze Sp. z o.o.

- if the result of the audit is positive or corrective actions plan was approved by Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o. o., the supplier is entered into a list of „Delegated Authority Suppliers” maintained by Supplier Quality Assurance (SQA) department at Polskie Zakłady Lotnicze Sp. z o. o.
- where the review of the supplier's system (during audit or annual assessment) reveals serious deficiencies that may result in noncompliance of products, delegated authority is not granted until the deficiencies are corrected.

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Purchasing Specialist at Polskie Zakłady Lotnicze Sp. z o. o. is obliged to:

- provide delegated authority suppliers with access to documentation related to the product, including standards referenced in the purchase order.

The supplier's management is required to:

- ensure that delegated quality activities personnel have the ability to report all situations that could affect the product or the integrity of the quality system to Polskie Zakłady Lotnicze Sp. z o.o., as well as to the supplier's management,
- submit to Polskie Zakłady Lotnicze Sp. z o.o. the personal data of candidates for delegated quality representatives on the "Application Form for Delegated Quality Representative Candidate " - see [Attachment Z0295.](#),
- provide access for representatives of Polskie Zakłady Lotnicze Sp. z o.o. to locations and persons necessary during the audit,
- ensure that delegated quality activities personnel have the ability to suspend the release of the product until all outstanding issues related to the product being released are resolved,
- ensure that delegated quality activities personnel have direct access to copies of applicable documents, i.e.: customer orders, drawings and other specifications required to perform DQR tasks.

After meeting all the requirements for delegated quality activities personnel, the supplier's management accepts and signs a letter of commitment - [Attachment Z0296.](#)

On the basis of the documentation received, the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o., decides on issuance of formal authority to the supplier to perform delegated quality activities.

4.2 Requirements for delegated quality activities candidates

- A new candidate for delegated quality representative as a minimum must have one year of experience working as a quality inspector for the aerospace industry. For a candidate for DQR in chemical materials, a person with a minimum of six months' experience in quality acceptance of chemical materials for the aerospace industry is acceptable.
- Candidates must have an eye test in accordance with the requirements given in Procure-2-011/ AS 13100.
- All candidates must have knowledge of technical and quality requirements as they relate to products manufactured for Polskie Zakłady Lotnicze Sp. z o.o. They must demonstrate the ability to use inspection tools and techniques. They must also have the ability to write, communicate and document effectively in the language chosen for communication under the contract provisions. In the absence of employees with adequate language skills, it is acceptable to communicate through a competent translator.

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- Before assuming their duties, all candidates must complete a course ending with an exam and be approved by the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o. For candidates, the training is conducted by Polskie Zakłady Lotnicze Sp. z o.o. (specialists in specific areas).
If the training will be in electronic form, the supplier is obliged to provide DQR candidates with the appropriate infrastructure.
- As a minimum, it is required to have two persons with the delegated quality activities authority. One of them will be the lead person who will take responsibility for the program, the other person will act as a complementary person.
 - Note: A complementary person is required due to the possible shift work, sickness and vacation absences, etc. The lead person cannot share or perform the duties of a quality manager at the same time. In case of losing one of the persons with the delegated quality authority, the supplier must train and qualify a second person within six months.

Exceptional situations will be individually considered and accepted by the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o.

5. RESPONSIBILITIES OF DELEGATED QUALITY ACTIVITIES PERSONNEL

Delegated quality personnel must inform the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o. of significant changes in the quality system or deterioration in the quality of products in a form that allows for a permanent record (letter, e-mail) within 24 working hours.

Delegated quality personnel do not have the right of final release of products containing characteristics valid for flight safety (critical characteristics and critical products).

Delegated quality personnel must carry out document reviews, visual inspection, inspection control conducted for current production and for characteristics occurring on previously nonconforming products or products with undeclared nonconformities hereinafter referred to as escapes found at Polskie Zakłady Lotnicze Sp. z o.o. or at the customer of Polskie Zakłady Lotnicze Sp. z o.o.. The personnel is also required to use stamps or signatures confirming that the inspection has been carried out, as well as to maintain a checklist for each released item in the "Delegated Product Release Verification Checklist" which is [Attachment Z0297](#).

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Note: Any other form of records proving that the delegated quality activities were performed with the required data included is acceptable using [Attachment Z0297](#).

Any delegated quality activities may not be combined or carried out by the same persons who perform the shipment release. Persons performing the acceptance of a certificate of conformity as delegated quality activity must not be the same persons who prepare, edit and/or approve the same certificate of conformity on behalf of the organization.

5.1 Control of stamps and specimen signatures

Delegated quality personnel after meeting requirements of Polskie Zakłady Lotnicze Sp. z o. o. pursuant to paragraph 4.2 of this document will receive stamps of delegated quality activities. After receiving stamps, personnel will be responsible for:

- formally informing (e-mail, company letter) Supplier Quality Assurance (SQA) Manager of Polskie Zakłady Lotnicze Sp. z o. o. about damaged or lost stamps in order to determine further proceedings.

Note: Stamp will be cancelled and quality of products confirmed by this stamp will be questioned by Polskie Zakłady Lotnicze Sp. z o.o.

- making it impossible to make duplicate of the stamp or use it by other non-authorized individuals.
- informing Supplier Quality Assurance (SQA) Manager of Polskie Zakłady Lotnicze Sp. z o.o. within one working day that approved individual has been moved from quality department or resigned from work at the supplier. The stamp must be returned within five working days to Supplier Quality Assurance Manager of Polskie Zakłady Lotnicze Sp. z o. o.
- stamps cannot be put on documents, if all requirements are not met.
- stamps can be used only to stamp documents – stamping of products is not acceptable
- confirmation of quality with this stamp of other products than those intended for Polskie Zakłady Lotnicze Sp. z o. o. is prohibited

5.2 Supervision of Polskie Zakłady Lotnicze Sp. z o.o. over delegated quality activities personnel

Supplier Quality Assurance (SQA) of Polskie Zakłady Lotnicze Sp. z o.o. exercising supervision over the supplier, reserves the right to:

- verify the proper use of the delegated quality activities stamps by applying to the appropriate stamps control department (in accordance with IJ-7.5-05) or directly to the supplier;
- informing the Management of Polskie Zakłady Lotnicze Sp. z o.o. and the supplier about the activities of personnel performing delegated quality activities indicating improper use/ control or unauthorized use of these stamps;

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- requesting the withdrawal of authorizations for delegated quality activities and contacting the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o.;
- increasing supervision or control of supplier facilities - through audits of representatives of Polskie Zakłady Lotnicze Sp. z o.o.
- sending reports to the relevant management personnel of Polskie Zakłady Lotnicze Sp. z o.o. about limited capabilities or high risks present at the supplier, which may affect the quality of products.

6. INSPECTION BY DELEGATED QUALITY ACTIVITIES PERSONNEL

Delegated quality personnel must verify the documentation and the product before its final release.

The verification activities of delegated quality personnel should include activities to prevent counterfeit or suspected counterfeit parts and their use in the product.

This requirement is referenced in document KJ-06 "Quality Requirements for Suppliers of Polskie Zakłady Lotnicze Sp. z o.o.", which is posted on the Polskie Zakłady Lotnicze Sp. z o.o. website.

6.1 Document inspection

Document inspection includes:

- engineering drawings and revisions thereto,
- specifications and standards,
- list of approved suppliers of special processes,
- verification that supplier has approved special processes used on product, when applicable,
- verification that purchased materials are supplied from customer approved sources,
- verification that FAI reports are current and verification of process changes, if applicable,
- verification that revision levels listed in all documentation meet the requirements of purchase order,
- making sure that shipped non conformant products are authorized by MRB of Polskie Zakłady Lotnicze Sp. z o. o. and that shipment documentation is properly marked,
- verification that shipment documentation is proper and complete, including dimensional conformity confirmation,
- verification that raw materials/chemicals have defined proper chemical, mechanical and physical properties,
- verification that proper inspections and tests were conducted and their results are satisfactory,

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- making sure that Certificate of Conformity contains statement that First Article Inspection report has been prepared, verified and is retained,
- making sure that Certificate of Acceptance (CoA) for chemicals includes confirmation of tests performed by LM laboratory, if applicable.

6.2 Control of product

During product control, the delegated quality personnel is obliged to:

- perform 100% visual inspection, i.e. verify that products are free from stains, fingerprints, cuts, tool marks, indents, scratches, or other mechanical damage, and are free of foreign objects.
- make sure that products are marked in accordance with P.O. requirements,
- check completeness of a product,
- collect or submit samples for laboratory tests (if required)
- perform quantity check of products for compliance with the order and certify condition of package.

6.3 Assessment of suppliers with delegated quality personnel, the quality activities personnel and the requirements for higher level inspection

Polskie Zakłady Lotnicze Sp. z o.o. conducts a qualitative analysis of products and supplier quality potential every six months. This analysis is performed on the Scorecard sheet. Depending on the number of escapes, the supplier will be classified according to the following levels:

L1 – Perfect Level Supplier – does not require preparing or submitting corrective actions (80-100)

L2 – Proper Level Supplier – does not require preparing or submitting corrective actions. However, as a support, contact with the supplier is advised by quality visits, training, audits, e-mail, etc. (60-79)

L3 – Acceptable Level Supplier - supplier requires a lot of support from Polskie Zakłady Lotnicze Sp. z o. o. in form of quality visits, training, audits and preparing common improvement plan (45-59)

A delegated quality representative is obliged to perform inspections of higher level according to the table below (applicable to parts/ assemblies).

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Number of escapes indicator	1 higher level inspection every X batch
4001 – 7500	15
7501 – 10000	12
10001 – 15000	10
15001 – 25000	7
25001 – 50000	5
Over 50000	1

Additional sampling for higher level inspections is to be applied to all shipments of products, not just to the part numbers affected by the number of escapes indicator.

The delegated quality representative must keep and maintain a record of all higher level inspections performed. These records will be subject to audits by Polskie Zakłady Lotnicze Sp. z o.o.

L4 – Unacceptable Level Supplier– at this level a decision shall be made if further cooperation is possible (0-44). If cooperation is to be continued, Polskie Zakłady Lotnicze Sp. z o. o. require the supplier with delegated quality activities personnel to perform a higher level inspection according to L3 above. In addition, the supplier shall engage a company (third party) indicated by Polskie Zakłady Lotnicze Sp. z o. o. to carry out source inspection on all batches to be supplied to Polskie Zakłady Lotnicze Sp. z o. o.

All expenses incurred in connection with the source inspection will be borne by supplier.

7. MAINTENANCE OF DELEGATED QUALITY AUTHORITY BY SUPPLIER

In order to maintain the granted authority, the supplier must periodically train delegated quality personnel and conduct eye tests in accordance with the requirements of Procure-2-011/AS 13100.

Regardless of the audits conducted by Polskie Zakłady Lotnicze Sp. z o.o., the supplier must conduct an internal audit for compliance with KJ-14 at least once a year. The supplier should ensure that delegated quality personnel do not audit the delegated quality program, in order to avoid conflicts of interest.

Approval of delegated quality personnel is valid for four years. The basis for renewal of the approval is the completion of training by delegated quality personnel and a passing score on the exam. Delegated quality personnel confirm their familiarization with the exam score on the examination test.

Principles and procedure for organization and documentation of the training is in accordance with PJ-6.2-02.

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8. LOSS OF DELEGATED QUALITY AUTHORITY

If the supplier loses the status of approved delegated quality representative, the Director of Quality Management of Polskie Zakłady Lotnicze Sp. z o.o. will introduce a Delegated Independent Verifying Representative at the expense of the supplier.

9. ATTACHMENTS

[Z0295](#) Application Form for Delegated Quality Representative

[Z0296](#) Commitment

[Z0297](#) Delegated Product Release Verification Checklist