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**H.A.L  
CORPORATE  
QA DEPT**

**POLICY DOCUMENT ON  
UTILISATION OF THIRD PARTY  
INSPECTION SERVICES**

**DOC. NO. : CQAG 9006  
ISSUE : Nil  
PAGE : 1 OF 17  
DATE : 22.02.2018**

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**POLICY DOCUMENT ON UTILISATION  
OF  
THIRD PARTY INSPECTION SERVICES**

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<b>CORPORATE</b>	<b>POLICY DOCUMENT ON</b>	<b>ISSUE</b>	<b>: Nil</b>
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### **CERTIFICATE OF RELEASE**

*The Policy Document on utilisation of Third Party Inspection Services(TPIS) jointly approved by HAL and DGAQA is hereby released for use by the Production Divisions and R & D Centres .*

*The requirements defined in this document are applicable to all organisations intending to work as Inspection Bodies duly approved by the concerned Divisions of HAL. The Divisions shall ensure all such Inspection Bodies implement the requirements stipulated in this document in order to establish an acceptable standard of inspection that meet the requirements of aerospace industry.*

*It is an essential requirement as per the International Aerospace Quality Management System AS 9100 and DGAQA Document AFQMS that ensuring quality of outsourced products is the responsibility of main contractor .Therefore implementation of the requirements stipulated in this Document for effective management of Inspection Bodies shall be the sole responsibility of the respective Division of HAL utilising the services of Inspection Bodies.*

*This document should be read in conjunction with amendments jointly approved by HAL and DGAQA and issued by the General Manager (QA), Corporate Office.*



*(Sunil Kumar)*

*Director (Operations)*

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### **DOCUMENT APPROVAL**

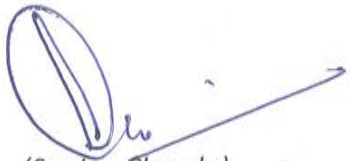
*The Policy Document on utilisation of Third Party Inspection Services prepared in line with the proposal approved by MoD in a meeting held under the Chairmanship of Secy (DP) on 25th October 2017 and Minutes of Meeting issued vide 225/31/10/DGAQA/Aircraft dated 6th November 2017.*

*This document describes the guidelines to be implemented for effective management of the services of Inspection Bodies for the inspection function and phase-wise implementation of the model by the Production Divisions and R & D Centers of HAL possessing valid AFQMS approval. To start with, in phase-I, TPIS may be utilised by HAL for its outsourced GSE/GHE/TTGE and Non-Critical Stores.*

*All amendments to this document shall also be jointly approved by HAL and DGAQA and issued by the General Manager (QA), Corporate Office.*

  
(S. A. Razack)

General Manager (QA)  
HAL, Corporate Office



(Sanjay Chawla)  
Addl. Director General (HQ)  
DGAQA, New Delhi

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2.0 RECORD OF AMENDMENTS:

REV. NO.	PAGE NO.	AMENDED BY	DATE
<b>AMMENDMENT No.:- 01</b>			
A	5	A.K. Sinha	06.09.2018
A	6	A.K. Sinha	06.09.2018
A	7	A.K. Sinha	06.09.2018
A	8	A.K. Sinha	06.09.2018
A	10	A.K. Sinha	06.09.2018
A	10a	A.K. Sinha	06.09.2018
A	11	A.K. Sinha	06.09.2018
A	12	A.K. Sinha	06.09.2018
A	14	A.K. Sinha	06.09.2018
A	14a	A.K. Sinha	06.09.2018
A	17	A.K. Sinha	06.09.2018
<b>AMMENDMENT No. :- 02</b>			
<b>B</b>	<b>5</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>A</b>	<b>5a</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>6</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>A</b>	<b>6a</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>7</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>8</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>A</b>	<b>8a</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>10</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>11</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>12</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>A</b>	<b>12a</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>14</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>
<b>B</b>	<b>14a</b>	<b>A.K. Sinha</b>	<b>06.12.2018</b>

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<i>B</i>	<i>17</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17a</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17b</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17c</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17d</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17e</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17f</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17g</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>
<i>A</i>	<i>17h</i>	<i>A.K. Sinha</i>	<i>06.12.2018</i>

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**3.0 LIST OF EFFECTIVE PAGES:**

3.1 Revision level, date of revision of each page shall be shown on this page

Page No.	Revision No.	Date
1	NIL	22.02.2018
2	NIL	22.02.2018
3	NIL	22.02.2018
4	NIL	22.02.2018
<b>5</b>	<b>B</b>	<b>06.12.2018</b>
<b>5a</b>	<b>A</b>	<b>06.12.2018</b>
<b>6</b>	<b>B</b>	<b>06.12.2018</b>
<b>6a</b>	<b>A</b>	<b>06.12.2018</b>
<b>7</b>	<b>B</b>	<b>06.12.2018</b>
<b>8</b>	<b>B</b>	<b>06.12.2018</b>
<b>8a</b>	<b>A</b>	<b>06.12.2018</b>
9	NIL	22.02.2018
<b>10</b>	<b>B</b>	<b>06.12.2018</b>
10a	A	06.09.2018
<b>11</b>	<b>B</b>	<b>06.12.2018</b>
<b>12</b>	<b>B</b>	<b>06.12.2018</b>
<b>12a</b>	<b>A</b>	<b>06.12.2018</b>
13	NIL	22.02.2018
<b>14</b>	<b>B</b>	<b>06.12.2018</b>

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<b>14a</b>	<b>B</b>	<b>06.12.2018</b>
15	NIL	22.02.2018
16	NIL	22.02.2018
<b>17</b>	<b>B</b>	<b>06.12.2018</b>
<b>17a</b>	<b>A</b>	<b>06.12.2018</b>
<b>17b</b>	<b>A</b>	<b>06.12.2018</b>
<b>17c</b>	<b>A</b>	<b>06.12.2018</b>
<b>17d</b>	<b>A</b>	<b>06.12.2018</b>
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<b>17f</b>	<b>A</b>	<b>06.12.2018</b>
<b>17g</b>	<b>A</b>	<b>06.12.2018</b>
<b>17h</b>	<b>A</b>	<b>06.12.2018</b>



4.0 RECORD OF CHANGES:

4.1 Brief Details of changes:

Revision	Date	Page	Brief Details of Changes	Reason for Changes
NIL	22.02.2018	All	First Issue	
A	06.09.2018	5	Record of amendment sheet updated.	
A	06.09.2018	6	Revision status of amended pages Updated.	
A	06.09.2018	7	Details of changes in Revision 'A' incorporated.	
A	06.09.2018	8,10,10a, 11,12,14, 14a,17	Product specific/Group of parts Rate contract with registered TPI agencies, DGAQA member as part of assessment team & associate for monitoring.	Directive from DGAQA vide letter no.225/31/TPI/ DGAQA/Aircraft Dtd. 19th July '18 and feedback from HAL Division.
B	06.12.2018	5	Record of amendment sheet updated.	
A	06.12.2018	5a	Record of amendment sheet updated.	
B	06.12.2018	6	Revision status of amended pages Updated.	
A	06.12.2018	6a	Revision status of amended pages Updated.	
B	06.12.2018	7	Details of changes in Revision 'B' incorporated.	
B	06.12.2018	8,10,11,12 14,14a,17	Overseeing the functions and final approval of inspectors of approved TPI bodies.	Directive from DGAQA vide letter no.225/31/TPI/ DGAQA/Aircraft Dtd. 06th Dec'18.
A	06.12.2018	8a,12a, 17a,17b, 17c,17d, 17e, 17f, 17g, 17h	Overseeing the functions and final approval of inspectors of approved TPI bodies.	

Above revision dated:- 06.12.2018 has been made as 'Amendment No.: 2' of the Policy Document on utilisation of Third Party Inspection Services is issued in line with the MoD directive vide DGAQA letter no 225/31/TPI/ DGAQA/Aircraft dated 06<sup>th</sup> Dec 2018 and hereby approved.

  
(A K Sinha)

General Manager (QA)  
HAL, Corporate Office

  
(A K Parashar)

Director, Aircraft  
DGAQA, New Delhi

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## 5.0 PURPOSE:

- 5.1 To establish guidelines and best practices for utilisation of third party inspection services for inspection of outsourced activities at the premises of the Sub-contractors without any dilution of the stringent Quality requirements of aerospace products.

## 6.0 SCOPE:

- 6.1 This Policy Document is applicable to the out-sourced inspection activities carried out by Production Divisions and R & D centers, in respect of GSE/GHE/TTGE and Non-Critical Stores(Phase-I) within the scope of approval granted by DGAQA under the organization approval framework laid down in DGAQA Document "Approval of Firm and Its Quality Management System- AFQMS.
- 6.2 This document describes the guidelines to be implemented for effective management of the third parties for inspection function and phase-wise implementation of the model approved by MoD.
- 6.3 The word "HAL" appearing at several places in this document shall mean the HAL Corporate Office/ respective Production Division/ R & D Centre intending to utilise the services of third parties for inspection. Similarly the word "DGAQA" shall include the concerned Regional office of DGAQA.
- 6.4 **Responsibility for the Product & Services:** HAL shall continue to be responsible for Quality of its product and services including inspection activities delegated to Inspection Bodies. HAL shall provide applicable versions of relevant standards, drawings and other data pertaining to the store to be inspected.
- 6.5 If there is a conflict between the requirements defined in this Document and customer/regulatory requirements, the latter shall take precedence.
- 6.6 ***If there is conflict between the requirement defined in this document and HAL outsourcing manual, the requirement defined in this document shall take precedence.***

## 7.0 REVISION:

- 7.1 The changes to this document shall be issued in the form of amendments to the applicable sheet. Whenever an additional sheet is used, the corresponding Sheet No. shall be identified with an alphabet (e.g. If page 7 is added with an additional sheet, then that shall be numbered as 7a). The revision status of all amended sheets shall be indicated on the "**List of Effective pages**" available at Para 3.0. The records of reviews shall be documented in the "**Record of Amendment**" sheet at Para 2.0.

## 8.0 ABBREVIATIONS:

1. AFQMS: Approval of a Firm and its Quality Management System
2. CQAG: Corporate Quality Assurance Guidelines
3. DDPMAS: Design Development & Production of Military Aircraft & Airborne Stores

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- 4. DGAQA: Directorate General of Aeronautical Quality Assurance
- 5. DPSU: Defence Public Sector Undertaking
- 6. FAI: First Article Inspection

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- 7. FAIR: First Article Inspection Report
- 8. FOD: Foreign Object Damage
- 9. FOI: First Off Inspection
- 10. GHE: Ground Handling Equipment
- 11. GSE: Ground Support Equipment
- 12. HAL: Hindustan Aeronautics Limited
- 13. IB: Inspection Body
- 14. ISO: International Organisation for Standardisation
- 15. LRU: Line Replaceable Unit
- 16. MoD: Ministry of Defence
- 17. MSME: Micro, Small & Medium Enterprises
- 18. NABCB: National Accreditation Board for Certification Bodies
- 19. NABL: National Accreditation Board for Testing & Calibration Laboratory
- 20. NDT: Non Destructive Testing
- 21. OEM: Original Equipment Manufacturer
- 22. QA: Quality Assurance
- 23. QC: Quality Control
- 24. QCI: Quality Council of India
- 25. QMS: Quality Management System
- 26. RDAQA: Regional Director Aeronautical Quality Assurance
- 27. TPIS: Third Party Inspection Services
- 28. TTGE: Tools Testers & Ground Equipment

## **9.0 BACKGROUND :**

- 9.1 To align with “Make in India” program and achieving self-reliance in military aviation, the participation of MSME and private sector may see multi fold expansion in future. Further, DPSUs have also been advised by MoD to act as an integrator, remain focused on core competency and enhance outsourcing. This is likely to result in multiplicity of work centres and to administer inspection function at these work centres effectively without increasing the resources for inspection function will be a challenge for HAL and DGAQA.
- 9.2 To overcome these challenges, global practices in aerospace sector / military aviation stores being followed by leading Aerospace Industries/OEMs have been studied in detail. The Third Party Inspection Agency model is in practice by these companies. Some PSUs in the country are also utilising third party inspection services, such as Bharat Petroleum, GAIL, ONGC and BHEL. They are utilizing the services of the Inspection Bodies (IBs) approved by National Accreditation Board for Certification Bodies (NABCB), Quality Council of India (QCI), New Delhi.
- 9.3 The guidelines for utilisation of third party inspection services by HAL have been prepared in line with the Directive of Secy (DP) during a review meeting held in his office on 29th July, 2016 and MoM issued vide 225/31/10/DGAQA/Aircraft dated 9th August 2016. At present the inspection function is managed by the Quality Control Department of HAL Divisions under grant of organization approval by DGAQA within the frame work laid down in latest version of DGAQA Document “Approval of Firm and its Quality Management System-AFQMS”.

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## 10.0 GUIDELINES:

10.1 **Objective:** The model has been designed with the aim of achieving the following objectives:

1. Managing the Quality Control function effectively with optimum resources and without any dilution of the stringent Quality requirements for aerospace products.
2. Reduction in HAL Quality Control involvement to an optimum level at the premises of the out-sourced firms through delegation of inspection activities to Inspection Bodies.
3. Approval procedure for Inspection Bodies shall be fair, transparent and adequate to meet inspection requirements.
4. Approved Inspection Bodies shall be competent to perform assigned inspection task in an effective and transparent manner.

10.2 **Activities Proposed for allocation to Inspection Bodies:** The following inspection & testing tasks (indicative list) may be considered for allocation to HAL Approved Inspection Bodies.

1. Inspection of detailed parts, sub-assemblies and assemblies at Sub-contractor's premises. This would include conventional and CNC machined parts, sheet metal, non-metallic and composite parts, structural sub-assemblies and assemblies, cables, looms and electrical boxes.
2. Inspection of tooling elements, sub-assemblies and assemblies of tools, jigs, fixtures, Ground Handling Equipment and Ground Support Equipment.
3. Carrying out First Article Inspection (FAI) and preparation of FAIR at Sub-contractor's premises in co-ordination with HAL Quality Control Department.
4. Examination of FAIR / FOI documents prepared by Sub-contractors.
5. Witnessing of the testing of LRUs at the manufacturing level at Sub-contractor's premises.
6. Assistance to HAL Quality Control staff during spot / surveillance checks, quality audits and verification of corrective action implementation at Sub-contractor's premises.

10.3 **Modalities of Engaging Third Party Inspection Bodies:** HAL/*Vendor* will have option to choose between the HAL inspection and approved TPI agencies for providing inspection coverage at the premises of its sub-contractors. Following conditions will be applicable for utilizing TPI by HAL and Sub-contractor.

1. Divisions have option to categorize activities proposed for allocation to Inspection Bodies as given in Para-10.2 into product specific or group of parts for entering into Rate contract with the approved TPI agency.
2. Division will enter into rate contract with the approved TPI Bodies for a period of three years considering division's requirement during the next three years.
3. Once division has decided to use the TPI at sub-contractor for a specific product/group of parts, the sub-contractor will have the option to choose any one of the TPI approved by the division for the specific product / group of parts.
4. ***Considering the complexity of the Products/Parts produced through outsourcing, HAL will finalize modality of rate contract in consultation with DGAQA.***

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**11.0 APPROVAL PROCESS:**

11.1 **Approval of Inspection Bodies:** HAL centrally at Corporate Office or at the respective HAL Production Division/ R & D Centre (with due concurrence from HAL Corporate office) intending to utilise the services of third parties for inspection shall identify, assess and grant approval to the competent organizations as “HAL Approved Inspection Bodies” for performing inspection activities at the premises of the out-sourced firms under delegation by respective Division’s Quality Control Department. A member nominated from Head/ Regional Office of DGAQA shall be the part of assessment team and associate to monitor all the assessment activities as well as oversee the assessment and approval process. Based on the assessment report the approval certificate to the inspection body shall be issued by GM(QA)/Head of Quality of respective divisions for empanelment. The procedure described in Corporate Quality Assurance Guidelines CQAG 9007 shall be the basis for evaluation and selection of Inspection Bodies.

11.2 **Phase-wise Implementation of the Model:** The model shall be implemented in a phased manner.

**Phase-I:** Inspection activities pertaining to GSE/GHE, TTGE (Tools Testers & Ground Equipment) and non-critical aviation stores at the premises of the out-sourced firms.

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**Phase-II:** Inspection activities pertaining to critical aviation store. Phase-II will be considered by DGAQA /MoD after satisfactory performance for at least one year of Phase-I being in use, in consultation with Air HQ. The concerned Division of HAL should forward status report of Phase-I along with data on identified performance parameters to DGAQA through Quality Head at Corporate Office.

### 11.3 Pre-requisites for the grant of Approval to Inspection Bodies:

**11.3.1 Technical Requirements:** The organization shall be accredited to ISO 17020 standard with the following scope sectors defined by International Accreditation Forum (IAF) and category Type A Inspection Body as defined by NABCB IAF scopes 21 (Aerospace), 17 (Basic metals & fabricated metal products), 18 (Machinery & equipment) & 19 (Electrical, Optical & Precision equipment) or any other relevant scope acceptable to HAL. The organizations which are not accredited to ISO 17020 but having specialized experience in inspection of aerospace products may also be considered for approval subject to meeting other requirements and they shall get accredited to ISO 17020 with relevant scopes mentioned above within one year from the date notified by HAL. Apart from this, the organization shall meet the criteria listed below.

1. The organization shall be specialised in providing inspection services for aerospace product or similar related products.
2. To avoid conflict of interest, the organization shall not be engaged in design, development and manufacturing of aerospace products or similar related products.
3. The organisation shall have a system to define, monitor, analyse and improve the Key Performance Indicators (such as On Time Delivery, Quality etc.) for their service.
4. The organisation intending to seek HAL approval shall demonstrate its competency and satisfactory performance to the respective Division of HAL on “No Cost No Commitment” basis for a specified period or number of items as decided by the Division. This requirement may be extended or relaxed based on experience of the organization.
5. The organisation shall have the capability to train their staff to international quality standards, manufacturing processes, terminology relevant to aerospace inspection and demonstrate the same through skill matrix management system.
6. The organisation should not act as a certification body and not to be involved directly or indirectly in delivering EN/AS9100 certificates to any of the HAL Divisions and its supply chain.
7. The organisation should demonstrate its business stability and proven track record with global / Indian manufacturers in the aeronautical or related sector.
8. The organisation shall have stable and legal establishment in India.

### 11.3.2 Terms & Conditions governing approval of the Inspection Bodies:

1. The prerequisite for approval shall be possession of ISO 17020 accreditation from NABCB and/ or the requirements specified above at para 11.3.1.
2. The registration of the prospective Inspection Bodies will be through submission of an application **refer Annexure-1(a) and** as per the procedure described in the HAL Outsourcing Manual.
3. The prospective Inspection Bodies shall be **jointly** assessed by **DGAQA and** a technical team nominated by Corporate Office or Divisional Head comprising members from Quality Control,

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outsourcing, finance and other Technical Department as necessary. ***Based on the joint assessment report the approval certificate shall be issued to TPI Bodies.***

4. The Inspection Bodies recommended by the technical team shall be considered for grant of approval by GM (QA) Corporate office or the DGAQA approved Quality Head of Divisional Quality Control Department.
5. The HAL approved Inspection Bodies shall work towards getting accreditation / extension for IAF scopes 21 (Aerospace) within one year from the date of approval by HAL.
6. The approval granted by the HAL shall be for 3 years and renewed based on **joint** periodic assessment and audits by **DGAQA &** the Quality Control Department of the respective HAL Division and the IBs meeting the stipulated requirements / performance indicators.
7. The Inspection Body shall not further outsource / delegate the inspection activities in part or whole.
8. The Inspection Body shall agree to sign Integrity & Non-Disclosure agreement as per HAL procedures.
9. The Inspection Body shall bring out any deviation / non-conformity observed during inspection to the knowledge of HAL. The disposition of deviations / non-conformities will continue to be as per the existing procedure given in DDPMAS in vogue.

### **11.3.3 Eligibility Requirement and Approval of inspection staff of Inspection Bodies:**

1. The Inspection Body shall deliver the services through internal, trained, qualified, medically fit and permanent staff on their direct pay roll not exceeding age of 65 years.
2. The Inspection Body shall have adequate trained, competent & qualified inspection staff on their direct pay roll.
3. The Inspection Body shall ensure the credentials of its inspection staff before appointment / deployment to undertake inspection tasks.
4. The staff deployed to perform inspection activities shall be Indian Nationals only.
5. ***Approved TPI Body will put-up a request to HAL for approval of their inspectors with all requisite details.***
6. ***Quality Head of division will constitute a screening board to assess the competency and suitability of the TPI inspectors for the scope of work. Divisional Quality head will recommend the panel of inspectors along with their scope and requisite details for final approval to DGAQA.***
7. ***DGAQA will grant the approval to the inspector of approved TPI from the recommended panel, after assessing the competency and suitability of inspector for the scope of work as per procedure laid down in AFQMS. Initially approval will be provisional with validity of six months, the same will be renewed based on satisfactory performance and recommendations of Head of Quality of respective Division.***

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8. *Head of Quality of the respective Division shall issue/approve inspection stamp to the DGAQA approved inspector of TPI which shall be clearly distinguishable from HAL inspection stamp.*
9. *Colour of TPI inspector approval card shall be different from HAL inspector approval card.*
10. *TPI inspector once approved by a division shall use the same inspection stamp for other divisions of HAL for the scope of work approved by respective divisions. The issuance, use and control of the approved inspection stamp shall be as per procedure approved by DGAQA.*
11. The requirements for approval of the inspection staff (including requirements for special processes if applicable) shall be in line with the procedure outlined in the DGAQA Document AFQMS. The Quality Control Department of the concerned Division of HAL shall ensure the same on behalf of DGAQA.
12. **Qualification and Experience:** The Qualification and Experience for inspection staff shall be in line with the requirement listed in the table below. The staff shall be deployed to appropriate areas based on their qualification and experience in the respective field.

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#	Qualification	Minimum Experience		
		General Engineering	Aircraft Industry	Scope in which approval sought
1	Diploma in Engineering (Relevant Branch)	3 Years	2 Years	6 Months
2	Degree in Engineering (Relevant Branch)	2 Years	1 Year	6 Months

1. **Training:** The Inspection staff shall undergo structured training programme for minimum of two weeks (96 hours) covering following aspects in respective field of aerospace inspection and manufacturing processes (Mechanical, Electrical, Chemical, Metallurgy and Avionics etc.) before seeking HAL approval. The following topics shall be covered:
  - a. Introduction to Military Aviation: General awareness about the military aviation, terminologies used in aerospace, safety requirements, Foreign Object Damage (FOD), shelf life policy of aviation stores, Military Specifications etc.
  - b. Quality Management System & QC tools: Basic concept of aerospace QMS requirements, First Article Inspection requirement and other quality tools etc.
  - c. Principle of measurement: Basic concepts of measurement in respective field (Mechanical, Electrical, and Avionics), limits, fits, tolerances, standard symbols and its interpretations.
  - d. Definitions and Interpretations: Definitions and interpretation of various technical terms, geometrical parameters used in day to day inspection like inspection, repeatability, reproducibility, accuracy, precision, calibration, measurement errors, uncertainty, measurement system analysis etc.
  - e. General Measuring Instrument: General introduction, care during daily use, calibration and permissible errors for measuring instrument.
  - f. Special measuring equipment: General introduction, care during daily use, calibration and permissible errors for special measuring equipment.
  - g. NDT technique: General introduction, working principle, area of application of various NDT methods like DPT, Magna flux, Eddy current, Ultrasonic etc.
  - h. Testing stands / Rigs/fixtures/ trolleys: General introduction, care during daily use, calibration for various type of test stands used like hydraulic test stands, pneumatic test stands etc.
  - i. Manufacturing Processes: General introduction to machining, fabrication, welding, riveting, heat treatment of aerospace grade materials like titanium, steel, aluminium, and their alloys and common defects.
  - j. Rubber and non-metallic parts: Inspection, testing and manufacturing process for non- metallic parts of aerospace grade and common defects.

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## **12.0 PERFORMANCE MONITORING OF APPROVED INSPECTION BODIES:**

12.1 The Approved Inspection Body shall maintain its performance up to the satisfaction of HAL all the time. **DGAQA will also oversee the Performance of the approved TPI Bodies.** The performance will be monitored through the following Performance Indicators in line with the targets decided by HAL.

1. Response time for attending inspection calls.
2. Quality Escape Rate (Lapses on the part of IBs detected at subsequent stages).
3. On Time Service.
4. Documentation efficiency.
5. Non-conformance noticed during HAL audit and incoming inspection at HAL.

## **13.0 CONTROLLING MECHANISM:**

13.1 The functioning of Approved Inspection Body shall be controlled by the respective HAL Division through the following:

1. Granting / Renewal of HAL approval to Inspection Bodies.
2. Approval of inspection staff of the Inspection Bodies by **DGAQA of** respective HAL Division.
3. Periodic assessment of performance parameters of Inspection Bodies and its approved Inspection Staff **by DGAQA and** respective HAL Division.
4. Division will continuously monitor the performance of the TPIs and in case of fall of standard in performance / inability to perform inspection due to inadequate resources, division may resort to their internal inspection or advise its sub-contractor for switching to other TPIs from the approved list having rate contract for the same product / group of parts.
5. Suspension/withdrawal of HAL approval any time at the discretion of the approving authority of HAL/**DGAQA**.

### **13.2 Issue of Despatch Advice by Approved Inspection Body :**

13.2.1 The HAL Approved Inspection Body would be authorised by the Head of Quality Department of the respective Division to issue despatch advice to the Sub-Contractor after satisfactory completion of inspection of the product. This would facilitate the Sub-Contractor to despatch the item to HAL.

13.2.2 The prevailing Goods Inwards/ Receiving Inspection procedure for incoming materials at HAL in vogue will continue to be practiced for items cleared by HAL Approved Inspection Bodies (AIB).

## **14.0 UNSATISFACTORY PERFORMANCE:**

14.1 In case the performance falls below the desired standard, HAL /**DGAQA** will initiate following actions:

1. Request for removal of inspector whose service is not up to the requirement of HAL.
2. **Suspension of HAL approval of Inspection Body for a defined period.**
3. **Suspension of DGAQA approval of the Inspector for a defined period.**
4. Withdrawal of HAL approval and punitive action in case of serious lapses.

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5. Report lapses of the Inspection Body to NABCB.
6. Request reassessment of Inspection Body by NABCB.
- 7. *Inspection lapse/failure in respect of approved inspection stamp shall be reported to DGAQA by Quality Head of HAL Division to initiate punitive actions.***

**15.0 PAYMENT TERMS:**

1. Payment to Inspection Bodies shall be released on the basis of work completion certification by Quality Control Department of the respective HAL Division.

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2. In case of unsatisfactory service of Inspection Body, HAL may withhold the payment or recover the amount as per the terms and condition of the contract/ purchase order.
3. The general terms and condition in respect of payments as described in HAL Out-sourcing Manual shall apply.

#### **16.0 PROCESS FLOW FOR EVALUATION AND SELECTION OF INSPECTION BODIES:**

- 16.1 A flow chart is shown at Annexure-I that depicts the process of evaluation and selection of Inspection Bodies.

#### **17.0 DELEGATION OF INSPECTION ACTIVITIES TO HAL APPROVED SUB-CONTRACTORS:**

- 17.1 **Prerequisites for considering Delegation of Inspection Activities:** The Production Divisions and R & D centres of HAL utilising the services of their approved Sub-contractors for manufacturing and production activities may consider delegating the inspection activities to the Sub-contractor's Quality Control Department for inspection and clearance of items out-sourced to them. In order to proceed with this concept, the following prerequisites shall be fulfilled.

- a) The Sub-contractor has a well-established infrastructure to meet the requirements of the products being manufactured.
- b) The Sub-contractor's Quality Rating as per CQAG 9002 is 90 and above for last two consecutive years.
- c) The Sub-contractor has established a Quality Management System in line with CQAG 9002 and Aerospace Standard AS 9100.
- d) The Sub-contractor has a well-established Inspection Department to meet the requirements for inspection of aerospace products.
- e) It is desirable that the Sub-contractor has a valid AS 9100 approval from a Certification Body.
- f) It is desirable that the Sub-contractor has obtained special process approval from respective HAL Division for the processes being carried out or has Nadcap Approval if acceptable to HAL.
- g) The Sub-contractor has implemented in totality the requirements specified in latest version of DGAQA Document "Approval of Firm and its Quality Management System-AFQMS".
- h) The respective Production Division/ R & D centre has audited and established evidences to demonstrate compliance of AFQMS by the Sub-contractor to DGAQA.

#### **17.2 Approval Process:**

- 17.2.1 Subject to satisfactorily meeting the conditions mentioned above, the Sub-contractor would be considered competent to take up inspection activities under delegation by Quality Head of respective Production Division/ R & D Centre's Quality Control Department.
- 17.2.2 Based on verification of records and if necessary an onsite assessment and concurrence of the proposal in writing by Quality Head of respective Production Division/ R & D Centre's Quality Control Department, the respective Production Division/ R & D Centre's Quality

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Control Department shall delegate inspection activities to the Quality Control Department of the concerned sub-contractor.

- 17.2.3 A copy of the HAL assessment report along with approval certificate shall be forwarded to the concerned RDAQA.
- 17.2.4 Any additional requirements specified by the concerned Regional Office of DGAQA shall be implemented.
- 17.2.5 The Sub-contractor shall be advised to obtain ISO 17020 approval (Category Type B Inspection Body) within one year from the date of grant of this delegation.

#### **18.0 REFERENCES:**

- |    |                           |          |  |
|----|---------------------------|----------|--|
| 1. | CEMILAC<br>DDPMAS         | Document | Design Development & Production of<br>Military Aircraft & Airborne Stores                                    |
| 2. | DGAQA<br>AFQMS            | Document | Approval of a Firm and its Quality<br>Management System  |
| 3. | HAL Document<br>9002      | CQAG     | Corporate Quality Assurance Guidelines<br>on quality requirements for Sub-<br>contractors                    |
| 4. | HAL Document<br>9007      | CQAG     | Corporate Quality Assurance Guidelines<br>on evaluation and selection of Inspection<br>Bodies                |
| 5. | HAL<br>Outsourcing Manual | Document | Corporate Office Outsourcing Manual  |
| 6. | ISO 17020                 |          | Conformity assessment-Requirements for<br>the operation of various types of bodies<br>performing Inspection. |
| 7. | NABCB Document<br>110G    | BCB      | Guidance on the application of ISO / IEC<br>17020  |
| 8. | NABCB Document<br>201     | BCB      | Accreditation Procedure for Inspection<br>Bodies   |

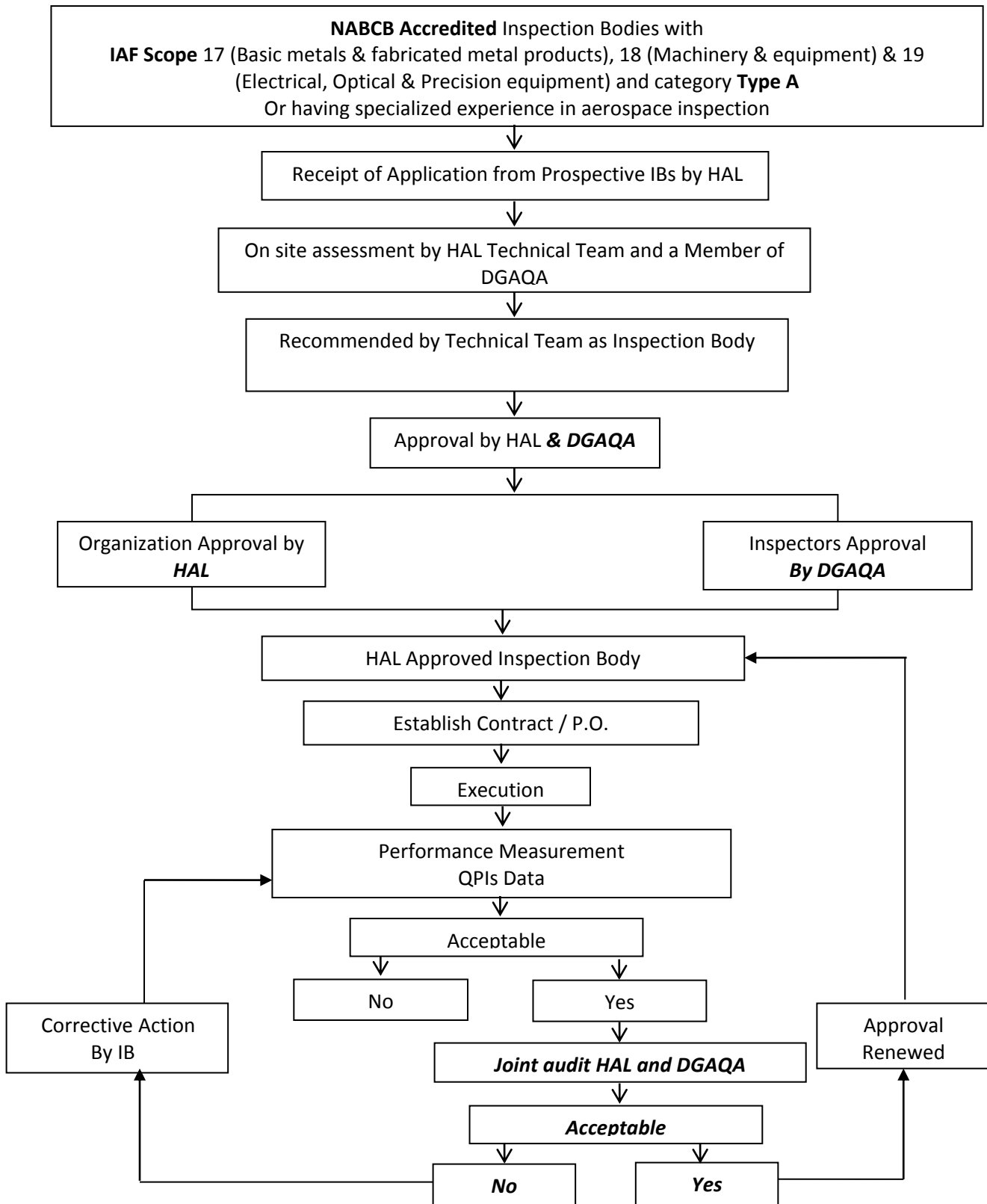
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**Annexure - I**

**PROCESS FLOW FOR EVALUATION & SELECTION OF INSPECTION BODIES**



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**Annexure-1(a)**

**HINDUSTAN AERONAUTICS LIMITED**  
.....Division  
**Application for Registration as Third Party Inspection Body**

Ref:  
(Office Use Only)

**Complete all sections of this Form; sign the declaration and send the completed Form and attachments in an envelope marked 'Application for Registration as Third Party Inspection Body' to:**

The Executive Director/ General Manager  
Hindustan Aeronautics Limited,  
..... Division,  
.....,  
.....

**Section-1: Applicant Particulars**

Name of the Firm/ Company					
Registration Number		Registering Authority		Date of Registration	
Registered Office Address:					
Contact Person Name and Designation					
Address for Correspondence					
Tel. No.		Fax No.			
Mobile No.		Email Address:			

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**Section-2: Applicant Profile**

2.1 Type of Ownership:

- Individual                       Partnership                       Ltd. Company (Pvt./ Public)  
 PSU/ Govt. Undertaking       Research Institute               Trust  
 Joint Venture, Please specify (.....)  
 Others, Please specify .....

Please enclose copies of Income Tax Return (in case of Individual)/ Partnership Deed/ Articles & Memorandum of Association/ JV Agreement/ Certificate of Incorporation/ Certificate of Registration etc. as applicable, duly certified by Chartered Accountant.

2.2 (a) Are you a small scale Industry registered with the NSI? Yes / No  
 If yes, please enclose copy of NSIC Competency/Capacity certificate.

(b) Do you have ISO 17020 certification? Yes/ No  
 If yes, indicate category of approval and validity:

(c) In case of certification by other accredited institutions, please give details:

Institution	Type of Certification	Valid up to (date)

(d) Give details of registration, if any, with:

Company	Registration Number	Dated	Validity	Class/ Type of Registration
HAL or its Divisions (Specify)				
PSUs				
Central/ State Govt.				
Major Private Institutions				
Others (Specify)				

Attach necessary certificates from the registering authorities.

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2.3 Have you undertaken any inspection work from any of the HAL Divisions, in the past 3 years or presently? Yes/ No

If yes, please give details, starting with most recent orders:

Name of HAL Division	Order number & Date	Brief description of Inspection Work	Date of completion of Order

2.4 Have you undertaken any inspection work for companies other than HAL in the past 3 years? Yes/ No

If yes, please give details, starting with most recent orders:

Name of the Company	Brief description of Inspection Work	Value in Rs.	Date of completion of Order

Please attach certificate of Work Completion as proof

2.5 List the names of Owners/ Partners/Promoters and Directors/ Company Secretary/ Holder of Power of Attorney, as applicable, in the format detailed below:

Name of the Owners/ Partners/ Promoter & Directors/ Company Secretary / Holder of Power of Attorney	Address	Whether Owner/ Partner/ Promoter/ Director/ Company Secretary/ Holder of Power of Attorney	Extent of shareholding in the Firm/ Company as the case may be

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2.6 List the names & addresses of all associated, subsidiary & holding companies, including trusts.

Company Name	Address	Nature of Business	Relationship with Applicant

2.7 Qualifications and experience of Inspection personnel. Attach biographical data.

Position	Name	Qualifications	Years of experience		Assignment/ Duties
			General Engg.	Aircraft Industry	

2.8 Give details of Inspection Instruments/Equipment available

Instruments/ Equipment	Model/Make	Measurement Range	Quality	Accuracy achievable	Year of Purchase
1	2	3	4	5	6

2.9 Give a short write-up on Inspection Procedure including procedure for calibration of measuring instruments in practice in your organization.

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**Section-3: Financial Details**

3.1 Annual Turnover in the past 3 years:

Year			
Annual Turn-over (Rs. Lakh)			
Profit/Loss Rs Lakhs)			

3.2 Attach the following audited financial statements, as applicable, for the past three financial years and place a tick mark in the appropriate column as confirmation of having enclosed the appropriate documents with the application.

Year			
Balance sheet			
Profit/Loss Statement			

**Important Note on Financial Assessment:**

*Hindustan Aeronautics Limited may conduct financial assessments and prepare reports on all Third Party Inspection Bodies applying for registration, and for regular reviews. Your co-operation is required to assist in the assessment process. Failure to co-operate may affect registration. The assessment report is specifically for use by HAL for the purpose of assessing Third Party Inspection Bodies for registration, and will be treated as strictly confidential.*

3.3 Bank(s) details:

Will you authorise your Bank/s to supply HAL with a reference as to your financial position, if required?	Yes/ No
Name of Bank (Scheduled Commercial Bank) & Branch	
Name and Designation of Contact Person:	
Address	
Tel No	

3.4 Details of Income Tax assessed, as per Clearance Certificate, in the last 3 years:

Year			
Amount Assessed (Rs in Lakhs)			
Amount paid/ payable (Rs in Lakhs)			

Attach copies of Income Tax Clearance Certificates for the past 3 years.

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**3.5 Tax / GST Details:**

- GSTIN:.....
- Details of Tax assessed, as per Clearance Certificate, in the last 3 years:

Year			
Amount Assessed (Rs. in Lakhs)			
Amount paid/ payable (Rs. in Lakhs)			

Attach copies of Tax Clearance Certificates for the past 3 years.

**3.6 Have you ever been, whether in the capacity of sole trader, partner, company director, manager or company secretary, either:**

- i) Declared bankrupt or compounded with or made an assignment for the benefit of creditors? Yes/ No
- ii) Engaged in the management of any company which has taken or had instigated against it any action resulting in the winding up of the company, being placed under official management or had a receiver and manager appointed? Yes/ No

*Note: If you have answered 'yes' to either (i) or (ii) above, please attach all relevant details. Failure to disclose any of the above matters may affect your registration.*

**Section 4 – Facilities/ Capabilities**

4.1 If you own more than one unit, please give separate details for each unit as per Para 2.8.

4.2 Mark in the boxes below to specify the category/type of ground handling equipment and tools for which you have capability for measurement and testing and are willing to take up inspection work:

Category/ Type of Tool	Tick (✓) if yes	Category/ Type of Tool	Tick (✓) if yes	Category/ Type of Tool	Tick (✓) if yes
<b>Ground Handling Equipment</b>		<b>Inspection Tools</b>		<b>Others</b>	
Trolleys		Templates		'O' Ring Mould	
Jigs		Gauges		Plastic Mould	
Ladders		<b>Cutting Tools</b>		Slings	
Hydraulic Jacks		Single Point Tools		Wire Rope	
Assembly Jigs and fixtures		Countersink Tools			
Mandrels		Drills			
Wooden Tools		Counter bores			
<b>Hand Tools</b>		Reamers			
Rivet Snaps		Milling Cutters			
Rivet Squeezers		Taps			
Pliers		Dies			
Scissors		Broaches			
Pneumatic Guns		Lapping Tools			
Torque Wrenches		<b>Press Tools</b>			
Markers		Blanking			
Extractors		Piercing			
		Dies			

*Note for HAL Divisions: The above categories are indicative. The Division may modify to suit their specific requirements.*

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4.3 Mark in the boxes below to specify the category/type of precision aeronautical components for which you have measurement and testing capability and are willing to take up for inspection:

Category/ Type of Parts	Tick (✓) if yes	Category/ Type of Parts	Tick (✓) if yes	Category/ Type of Parts	Tick (✓) if yes
<b>Sheet Metal Components</b>		<b>Specific Components</b>		<b>Services</b>	
Pressed Components		Fasteners		Quality Auditing	
Extruded / Drawn Components		Engine Discs		Independent Verification & Validation Software	
		Shafts			
Hot Formed Components		Gears- Bevel, Spur etc		Witnessing of testing Of LRUs at the Manufacturing Level	
		Splines			
<b>Assemblies &amp; Sub-assemblies</b>		Small Components such as brackets, Covers, adapters, Sleeves, Axles, Levers etc.		Carrying Out FAI and Preparation of FAIR at Sub-contractor's	
Aircraft Structural Assemblies – Riveted / Welded					
Mechanical Assemblies Pneumatic / Hydraulic Assemblies		Machined Casings		Special Process Validation	
		Rings/Springs			
		Valves, Atomizers, Nozzles etc.			
Fuel Actuating Cylinders		Metallic Tanks		Inspection /testing Instruments	
		<b>Non- Metallic Components</b>			
Pipe Lines		Moulded Components		Measuring Gauges and timers used on prod Equipments	
Soldered Components		Rubber Components			
<b>Machined Components</b>		Fibre Glass/Perspex		Furnace & pyrometry	
Conventional Machined Components		Components			
		Acrylic		<b>Non-Destructive Testing</b>	
CNC Machined Components		Composite Parts		Penetrant Inspection	
		Heat-treated Parts		Ultrasonic Inspection	
<b>Electronic Assemblies</b>		Surface-treated Parts		Eddy current Inspection	
PCB Assemblies		Castings & Forgings		Radiography	
Looms				Magnetic Particle Inspection	
Cables					

*Note for HAL Divisions: The above categories are indicative. The Division may modify to suit their specific requirements.*

4.4 List total value of Inspection work performed in the last three years

Year			
Value of inspection work performed (Rs in Lakhs)			

4.5 In the last 3 years, has your firm, or any firm with which any of your company's owners, officers or partners were associated, been debarred, disqualified, removed, blacklisted or

**CORPORATE QUALITY ASSURANCE GUIDELINES**

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<b>H.A.L</b>		<b>DOC. NO.</b>	<b>: CQAG 9006</b>
<b>CORPORATE</b>	<b>POLICY DOCUMENT ON</b>	<b>ISSUE</b>	<b>: Nil</b>
<b>QA DEPT</b>	<b>UTILISATION OF THIRD PARTY</b>	<b>PAGE</b>	<b>: 17h OF 17</b>
	<b>INSPECTION SERVICES</b>	<b>DATE</b>	<b>: 06.12.2018</b>

otherwise prevented from bidding or taking up any inspection work? Yes/No

If yes, state the Order and the basis for the action.

5. Please provide any additional information, which will help you secure registration with HAL

**6. DECLARATION:**

(This declaration should be completed by a proprietor, partner, director or other senior manager who has the authority to do so.)

1. I/ We declare and confirm that –

- a) The HAL Conditions of Registration are acceptable
- b) All information and attachments submitted in this application are true and correct
- c) I/ We are aware that any false information provided herein will result in the rejection of my application and cancellation of any registrations granted
- d) I/ We shall be bound by the acts of duly constituted attorney who has signed this application and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether or not an intimation of such changes is given to HAL
- e) **I/ We have read and understood the requirements specified in Policy Document on Utilisation of Third Party Inspection Services No. CQAG9006 and agree to abide by the same in all respects.**
- f) I/ We undertake to communicate promptly to HAL any changes in condition or working of the firm
- g) I/ We confirm that we have our own inspection facilities
- h) I/We accept and agree the following condition of the engagement as TPI with HAL:
  - (i) Have unrestricted access to the premises and relevant documents/ records of TPI and vendor for conducting audit/ Joint audits.
  - (ii) Impose punitive action against the TPI/ Approved inspector in case of non-compliance, lapses and/or fall of standards in performance. The punitive actions on approved TPI /inspector include endorsement of lapses/failure, suspension and termination of approval.

2. I/ We enclose herewith a pay order/ banker’s draft number .....drawn on Bank..... for Rs. 100/- as processing fee, which is non- refundable.

Signed: .....  
 Name: .....  
 Position: .....  
 Date: .....

**Details of person holding the power of Attorney (If different from above)**

(Attach attested copy)

Name .....  
 Position .....  
 Tel No. ( ... ) .....  
 Mobile No .....  
 Fax No. ( ... ) .....

**Official Seal**

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