



Critical Process Delegation Training Package Module 0 - Briefing Notes



CPD Training Package – Module 0 Amendment Record

Issue No.	Date of reissue	Amendment Details
1	June 2004	Initial Issue
2	March 2005	Minor changes only to text; slide# 6 reformatted and slide #9 added – no retraining required
3	May 2007	Rewrite - Hawker Beechcraft replaces Raytheon Aircraft Company; no fundamental changes to process



Critical Process Delegation Training Package

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- Critical Process Delegation
 - What are Critical processes?
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 - What Critical processes can be delegated?
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- List of Training Modules



Critical Process Delegation Training Package; Introduction

This Module

- is intended to give the candidate wishing to undertake the certification of Critical Processes on behalf of Hawker Beechcraft Corporation an overview of the Training required as part of the Delegate approval process
- introduces the concept of Critical Process Delegation and its role in the overall Hawker Beechcraft UK Conformity Management programme run as part of its Supplier Control strategy
- Identifies the individual Training Packages available as part of the overall **RTrain**© – Hawker Beechcraft UK's Training programme, and how they align to individual delegated certification privileges issued by Hawker Beechcraft UK



Critical Process Delegation Training Package; Critical Process Delegation

What are critical processes?

- Critical Processes are activities which are an essential part of the operation which must be carried in a controlled and documented manner.
- Failure to undertake critical processes correctly will have a deleterious affect upon both the Supplier and the Customer
- Critical processes must be fully documented
- Critical processes can be learnt
- Critical processes must be demonstrable
- Critical processes may be undertaken by external organisations by trained, trusted and approved personnel

Why delegate critical processes?

- Cost benefits to both parties – reduced red tape, faster response times
- Efficient use of expertise and technical resources
- Process improvements at all levels within the supply chain
- Increased Supplier ownership
- Better focussed oversight by HBC



Critical Process Delegation Training Package; Critical Process Delegation

What critical processes can be delegated?

- F.A.I. Reporting and Submission – *HBC UK Approval Category 21a*
- F.A.I. Verification – *HBC UK Approval Category 21b*
- Subtier Supplier Assessment and Surveillance – *HBC UK Approval Category 21c and 21d respectively*
- Subtier Special Processor Assessment and Surveillance – *HBC UK Approval Category 21e and 21f respectively*
- Material Review Board Disposition (QA signatory) – *HBC UK Approval Category 21g*
- Tooling Recertification – *HBC UK Approval Category 21h*
- Interchangeability (ICY) Proving – *HBC UK Approval Category 21i*
- Final Inspection and Release (Delegated Source Inspection Authority) – *HBC UK Approval Category 21j*
- Source Inspection/Company Conformity– *HBC UK Approval Category 21k*



Critical Process Delegation Training Package; Critical Process Delegation

How does Raytheon Aircraft UK delegate critical processes?

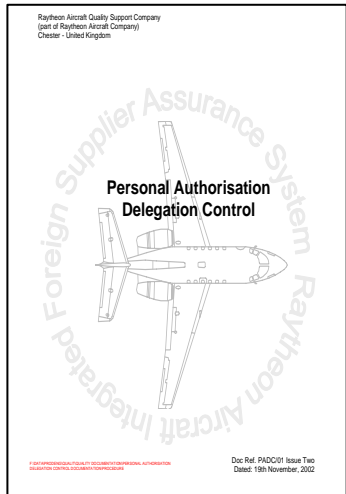
- All Critical Processes are fully understood and documented
- HBC identifies Critical Processes which may be delegated
- HBC identifies Key Delegates within the Suppliers Organisation with appropriate experience, qualification and position to undertake the duty on behalf of HBC UK
- Supplier adopts HBC process or provides an acceptable documented alternative to the HBC process
- **HBC undertakes CPD training (RTrain) and then assessment of the delegation duty being undertaken in line with QAIS Q5B-007B Addendum; Appendix 2 – see next slide.**
- If successful, HBC awards Delegate with Personal Authorisation Certificate
- Supplier surveils correct implementation of delegated task
- RAC undertakes periodic oversight/surveillance to maintain approvals granted

**See Quality Assurance Instruction to Suppliers
Doc Ref Q5B-007B “Personal Authorisation Delegation Control”**



Critical Process Delegation Training Package; Critical Process Delegation

Recurrence training required



Controlling QAIS

Appendix Two Hawker Beechcraft Quality Support Company Critical Process Delegation - Personal Authorisation Delegation Control Candidate Initial Application – Delegate Requirements (by Category of Approval)

Approval Cat	Nomenclature	QAIS	Education and Experience Requirements	HBQSC Critical Process Delegation - Training Profile	Recurrence Training Schedule
21a	First Article Inspection Report - Supplier Limited	Q5B-009H	<ul style="list-style-type: none"> Must have served a recognized Technical apprenticeship Must be educated to OND in a technical discipline or its Craft Guild equivalent Must be currently approved by Employer to undertake a similar Certification privilege under their own provisions /Major Customers for a minimum of 2 years. Must be currently employed within the Supplier's own Quality or Inspection Department. 	Must have satisfactorily completed the following HBQSC Training <ul style="list-style-type: none"> Module X1 – HBQSC Basic Requirements Awareness Training – Quality Assurance Module X2 – HBQSC Basic Requirements Awareness Training – Technical Documentation Module X3 – HBQSC Basic Requirements Awareness Training – Manufacturing Engineering and Configuration Control Module A – First Article Inspection Reporting 	Recurrence training to occur within periods not exceeding 36 months or when a significant revision to the HBQSC Critical Process Delegation Training Packages has been issued.
21b	First Article Inspection Report – Full Signatory	Q5B-009H	As above but must hold a supervisory position within the Supplier's own Quality or Inspection Department.	As 21a above	As 21a above
21c	Supplier Assessment (18a)	Q5B-002D	<ul style="list-style-type: none"> Must have served a recognized Technical apprenticeship Must be educated to HND in a technical discipline and be an IRCA registered Auditor Must be currently approved by Employer to undertake a similar Certification privilege under their own provisions /Major Customers for a minimum of 2 years. Must be currently employed within the Supplier's own Supplier Assurance function. 	Must have satisfactorily completed the following RAQSC Training <ul style="list-style-type: none"> Module X1 – HBQSC Basic Requirements Awareness Training – Quality Assurance Module X2 – HBQSC Basic Requirements Awareness Training – Technical Documentation Module X3 – HBQSC Basic Requirements Awareness Training – Manufacturing Engineering and Configuration Control Module B – Supplier Assessment (QMS) 	Recurrence training to occur only when a significant revision to the HBQSC Critical Process Delegation Training Packages has been issued.

RTrain –Hawker Beechcraft Training requirements for the CPD sought



Critical Process Delegation Training Package; Critical Process Delegation

Creating Bespoke Training Profiles using the RTrain Packages

Basic Requirements Awareness Training Packs (X Modules)



Critical Process Delegation Training Modules



CPD Candidate Training Profile

Appendix Two
 Raytheon Aircraft Quality Support Company
 Critical Process Delegation - Personal Authorisation Delegation Control
 Candidates Initial Application - Delegation Requirements (by Category of Approval)
 Issue: Three
 Date: 1st May 2004

Approval Cat	Abbreviation	QAIS	Education and Experience Requirements	QAIS/Critical Process Delegation Training Profile	Requirements Training Module
21A	First Article Inspection Report - Supplier Control	QMS-0004	<ul style="list-style-type: none"> Must have served a designated technical apprenticeship. Must be authorised to sign the technical documents in the QMS-0004 system. Must be currently approved by the Supplier's own Quality Department. Must have completed a designated training programme which is a minimum of 3 years. Must be currently employed with the Supplier's own Quality Department. 	Must have satisfactorily completed the following RTrain Training: <ul style="list-style-type: none"> Module 11 - QAIS/CB Basic Requirements Awareness Training Quality Awareness Training Supplier Requirements Awareness Training Technical Documentation Module 02 - QAIS/CB Basic Requirements Awareness Training Manufacturing Engineering and Control System Fundamentals Module 4 - First Article Inspection Reporting 	Requirement training to ensure staff are given an overview of all aspects of the QAIS/CB system as well as a requirement to sign the QAIS/CB system. Other than Training Package, the training has been deemed.
21B	First Article Inspection Report - Full Signatory	QMS-0004	<ul style="list-style-type: none"> Must have served a designated technical apprenticeship. Must be authorised to sign in the QMS-0004 system and be an RTrain approved holder. Must be currently approved by the Supplier's own Quality Department. Must have completed a designated training programme under their own auspices which is a minimum of 3 years. Must be currently employed with the Supplier's own Quality Department. 	All the above	All the above
21C	Training (Manufacturing)	QMS-0002	<ul style="list-style-type: none"> Must have served a designated technical apprenticeship. Must be authorised to sign in the QMS-0002 system and be an RTrain approved holder. Must be currently approved by the Supplier's own Quality Department. Must have completed a designated training programme under their own auspices which is a minimum of 3 years. Must be currently employed with the Supplier's own Quality Department. 	Must have satisfactorily completed the following RTrain Training: <ul style="list-style-type: none"> Module 11 - QAIS/CB Basic Requirements Awareness Training Quality Awareness Training Supplier Requirements Awareness Training Technical Documentation Module 02 - QAIS/CB Basic Requirements Awareness Training Manufacturing Engineering and Control System Fundamentals Module 8 - Supplier Assessment (QMS) 	Requirement training to ensure staff are given an overview of all aspects of the QAIS/CB system as well as a requirement to sign the QAIS/CB system. Other than Training Package, the training has been deemed.

QAIS QMS-0019 - Addendum



Critical Process Delegation Training Package; CPD and Conformity Management

Critical Process Delegation - an essential part of the Raytheon UK Conformity Management strategy?

- CPD and associated training of individual Delegates provides robust pool of knowledgeable Supplier staff who will ensure that the interests of the Supplier, Hawker Beechcraft and their Customers are continuously provided with fully conforming product.
- Well structured CPD enables the conformity requirements of Hawker Beechcraft to be fully “flowed down” within the Suppliers own QMS and where applicable into their subtiers
- A robust CPD platform permits Hawker Beechcraft to partner with the Supplier to focus on continuous improvement and increased efficiencies which ultimately ensures Hawker Beechcraft continues to provide the market with safe and profitable aircraft



Critical Process Delegation Training Package; CPD and Conformity Management

Critical Process Delegation - an essential part of the Raytheon UK Conformity Management strategy?

Conformity Requirements and Expectations



Approved Supplier Quality Management Systems



Our Critical Process Delegates – vital links in our conformity chain



Critical Process Delegation Training Package

List of Training Modules

General Information Module

Module 0 – CPD Training Package “Briefing Notes”

Basic Requirements Awareness Training Modules

Module X1 - Quality Assurance

Module X2 - Technical Documentation

Module X3 – Manufacturing Engineering and Configuration Control

Module X4 - Conformity Management

Module X5 – Non Conformance Management and Corrective Action

Critical Process Delegation Training Modules

Module A – First Article Inspection Reporting

Module B – Supplier Assessment (QMS)

Module C – Final Inspection and Release (DSIA)

Module D – Special Processor Assessment and Surveillance

Module E – Supplier Surveillance

Module F – Material Review Board

Module G – Last Article Inspection/Risk Avoidance Processing

Module H – Source Inspection/Company Conformity

Module I – Direct PCAS Liaison

Module J – Tooling Recertification

Module K – Interchangeability (ICY)