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### LOGISTICS DELIVERY CONDITIONS

#### Summary

The aim of this document is to inform suppliers (retailers/manufacturers/subcontractors) of the rules that apply to delivery of articles ordered by AIRBUS HELICOPTERS

**Reference Language:** English

**Validity:** AH/AHD/AHE/AHMQ

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Issue	Major/ minor	Modified Part	Description of Change
A 04/06	Major		New document replaces EI 150 09 03
B 06/06	Major	All	Clarifications regarding the requirements + sketch illustrations + inclusion of bar codes + inclusion of EASA form 1 in delivery documentation
C 12/06	Major	2.1.2	Component bar code request (Supplier delivery note, order item number and EDI call item and EDI call number)
D 05/10	Major	All	Update, document entirely re-written
D1	Minor	All	Minor modification : remove watermark
E	Minor	All	Minor modification : adjustment of schemes and tables related
F	Major	All	Adjustment of schemes and tables related + working group evolution
G	Major	All	Adjustment of rules + working group evolution

#### Associated Documents

Reference	Document Title	Database
ER070 06-01	General requirements for suppliers	BMSD
ER070 13-06	Supplier concession request	BMSD
EI043 02-650-55	Conditioning, Transport And Storage Of Electrical Products And Harnesses	BMSD
F020 026	Storage and Condition Sheet	BMSD
EP 15-07	Products Logistics	BMSD

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### 1 Purpose

- AIRBUS HELICOPTERS must:
  - Provide evidences that the aircraft and parts delivered to its customers are airworthy and accordingly:
  - Ensure that all suppliers are able to supply products and services that meet the quality requirements.
  - Ensure that suppliers are able to deliver products that are compliant with the design data, operate safely and are delivered with the required documents.
  - Comply with applicable Export Control regulations.
- This document outlines the equipment traceability, identification, packing and storage requirements for proper acceptance.
  - For the accompanying documents,
  - For the preservation and packaging methods,
  - For marking on the parcels,
  - For delivery lead times,
- In the area of delivery, AIRBUS HELICOPTERS expects universal protection required to safeguard the equipment during delivery, acceptance, storage and distribution without any involvement on its end.

### 2 Scope

- This entire document applies to all aeronautical items delivered on Airbus Helicopters Industrial sites by suppliers and retailers who are bound to comply with these requirements.
- The supplier shall be responsible for conformity of the supplies including the products/parts or simple components, sub-assemblies, assemblies as well as the accompanying documents during transport.
- Airbus Helicopters's acceptance of the supplies delivered shall not release the supplier from its liability should hidden defects be noted after delivery.
- However, special contractual delivery requirements may apply.
- Any deviation to the rules stated in the current document must be agreed by Airbus Helicopters Supplier Quality Manager, and recorded in the supplier Quality Assurance Plan. If deviation not recorded are noticed during the deliveries, the impact might be invoiced to the supplier.

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### 3 Definitions and Abbreviations

#### 3.1 Definitions

##### 3.1.1.1 Single part or component,

All non-assembled AH definition Material shall be considered as a "single part or component".

##### 3.1.1.2 Assembly (CA or MCA)

Several single parts or components assembled shall be considered as an assembly.

##### 3.1.1.3 Kit Assembly

Is considered as a kit a set of parts, assembled or not, gathered in a single package along with a list of components.

##### 3.1.1.4 "Standard, standardised, on the shelves or catalog" Part

Standard or standardised parts shall be considered as those whose definition stems from ASNA, NF, EN, ECS, DIN standards and the like.

⇒ Bolts, nuts, washers, terminals, electric components, rivets, etc.

##### 3.1.1.5 "Equipment" Type part or component

Any non-standardised product installed on the helicopter that needs an Airbus Helicopters technical specification and whose definition, manufacturing and qualification files are incumbent upon the supplier shall be considered as "equipment". In certain instances, Airbus Helicopters may share definition or qualification responsibility.

⇒ Ex : Black box with electrical connection which has a control, computer, electronic core, electric motor etc. role

⇒ Ex of P/Ns:

- BNAE: 70xA xxx xxxx
- ATA100 (8<sup>ème</sup> caractère une Lettre): SxxxAxxA, TxxxAxxT, DxxxxAxxA, AxxxAxxA or UxxxAxxA

#### 3.1.2 PACKAGING

##### 3.1.2.1 Preservation.

All the physical-chemical and/or mechanical protection operations applied to the equipment, part or item to be packaged. It also involves performing operations that are not specific to packaging such as grouping and de-bulking for unitary distribution.

##### 3.1.2.2 Elementary package

Parcel containing:

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- ⇒ A single article: unit elementary package enabling the storage and the distribution.
- ⇒ A collection of different articles making up a unit (kit)
- ⇒ Several identical article, only if it is “on the shelf” or standard parts. In case of batch-managed articles, the elementary package should contain only one batch.

#### 3.1.2.3 Collective package

Group of several elementary packages of a single reference. This group of packing must be related to a single AH purchase order item (see annex1).

#### 3.1.2.4 Transport package

A parcel meeting the following requirements:

- ⇒ Provide the content with its main mechanical (and environmental) protection.
- ⇒ Enable stacking.
- ⇒ Facilitate handling.

#### 3.1.2.5 Shuttle box

Referenced transport package dedicated to equipment. It is used for transport and storage until the equipment is used on the higher assembly.

Refer to conditions for return to the sub-contractor § 5.6.3.

If there is no transport package, the mandatory documents related to the transport package must be placed on the collective package.

If there is no collective package, the mandatory documents relating to the collective package must be placed on the elementary package.

#### 3.1.3 DATE OF MANUFACTURE.

From a logistic point of view, manufacturing date has to be the same on documentation (DN, Logcard, EASA,CoC...), material and packaging as defined in the ER070 06-01.

#### 3.1.4 MARKING

Parts should be marked according to rules defined in ER070 06-01.

### 3.2 Abbreviations

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### LOGISTICS DELIVERY CONDITIONS

AH	Airbus Helicopters
ARC	Authorized Release Certificates
ASN	(Advance Shipment Notification)
ATR/PVRI	Acceptance Test Report
BtP	Build to Print
BtS	Build to Specification
CAIR	Constituant Assembly Inspection Report
CoC	Certificate (declaration/attestation) of conformity
CNF	Certificate of non-flammability
CSAP	Armament and pyrotechnics safety contact
DA	Approval request
DDP	Delivery Data Package
DIN	Deutsche Industrie Norm
DN	Delivery Note
EASA	European Aviation Safety Agency
EDI	Electronic Diffusion Identification
ELT	Emergency Light Transmitter
FAI	First Article Inspection
ICS	Intervention during storage
ITAR	International Traffic In Arms Regulation
NATO	Company code allocated by NATO
NC	Non Conformity
NCAGE CODE	Nato Supplier Code
PVL	Delivery report
PVE	Procés Verbal d'Enquête
RIC	Individual Inspection log book
UX	Shipment unit
UE	Packaging unit

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### 4 Description

#### 4.1 Flow Chart

Not applicable.

#### 4.2 Additional description for the mains steps

Not applicable.

### 5 Rules

#### 5.1 General:

- An order item must be individually packaged and form the subject of a specific DN or DN/CoC. The grouping conditions are described further on in the document.
- All marking made on the material should be as well indicated on the delivery note document.
- No more than 2 batch numbers for an article and per packing list.

#### **5.2 Information which must be included on the delivery documents. (according DIN EN 10204)**

The certificate of conformity is mandatory for all deliveries: however it may be combined with the DN in the case of a DN/CoC. The document provided as a Certificate of Conformity must be compliant with the rules defined in the ER070 06-01.

If an EASA Form 1 or equivalent has to be provided, a copy must be included with the parts, broken down by batch or serial number as applicable, a duplicate must be enclosed with the delivery documents.

The commercial invoice is essential for the customs clearance operations and its duplicate is required for all the flows from abroad.

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Key: X: Mandatory

	Delivery Note	Commercial invoice <sup>(c)</sup>
General Requirement for any parts		
Supplier name and address	X	X
Issue Date	X	X
AIRBUS HELICOPTERS and delivery address	X	X
AH order No.	X	X
AH order item No.	X	X
Delivery note No.	X	X
Airbus Helicopters P/N (with drawing issue in case of BtP)	X	X
Description	X	X
Quantity and quantity unit	X	X
Net weight		X
Commercial invoice No.		X
Customs tariff code		X
Value for customs		X
Batch/file/cast number	X	X
Specific Requirements depending on characteristics and specificities of parts		
Serial number <sup>(a)</sup>	X	X
Manufacturing Date <sup>(a)</sup>	X	
Use-by date/Expire Date <sup>(a)</sup>	X	
Elastomer longevity group (or failing this, class) <sup>(a)</sup>	X	
The nature making up the core of the pipe <sup>(a)</sup>	X	
The nature of the duct equipment <sup>(a)</sup>	X	
The nominal pressure <sup>(a)</sup>	X	
PVL No. if part delivered with remaining work and with AH authorization	X	
PVE, ATR/PVRI No. if required by AH	X	
DA No. if any (only for BtP)	X	
Concession No. if any	X	
NC number from AH if part coming back from supplier after rework	X	
List of components in case of KIT	X	
UN Number + MSDS (in case of Dangerous goods) <sup>(a)</sup>	X	
For sub-contracted assemblies, presence of the manufacturing file or the list of materials used (quantities by batch and/or serial number detailed by manufactured quantities).	X	
Foreign export licence n° and associated classification (in case of applicable extra-territorial export control regulations) <sup>(b)</sup>	X	X

<sup>(a)</sup> Depending on characteristics and specificities of parts delivered and/or depending on specific AH requirement.

<sup>(b)</sup> Example of extra-territorial export control regulation : US ITAR.

<sup>(c)</sup> For materiel subject to custom clearance



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#### 5.3 Marking on the parcels.(description, see sheet 6)

The collective package must contain the elementary packages concerning a single AH order item. If there is no transport package, the mandatory informations regarding the transport package must appear on the collective package.

If there is no collective package, the mandatory information related to the collective package must appear on the elementary package.(concrete examples are given in Appendix 1 taking into consideration different packaging scenarios)

Key:

X: Mandatory

	Elementary Package (per part)	Collective or intermediate package	Shipment or transport package
General Requirement for any parts			
Supplier name			X
Transport note No.			X
AH order No.		X	
AH order item No.		X	
Delivery note No.		X	
Airbus Helicopters P/N	X	X	
Supplier P/N		X	
Quantity and unit	X	X	
Inspection stamp	X		
Batch/File/ Cast No.	X	X	
Specific Requirements depending on characteristics and specificities of parts			
NCAGE CODE <sup>(a)(d)</sup>	X		
Serial number <sup>(a)</sup>	X	X	
Date of manufacture (must be equal to the one printed on DN/CC and on the part) <sup>(a)</sup>	X	X	
Use-by date/date of expire <sup>(a)</sup>	X	X	
Elastomer longevity group (or failing this, class) <sup>(a)</sup>	X	X	
UE (if ASN)	X	X	
UX (if ASN)			X
UN Number (Dangerous goods) and associated pictograms <sup>(a)</sup>		X	

<sup>(a)</sup> Depending on characteristics and specificities of parts delivered or contractual conditions and/or depending on specific AH requirement.

<sup>(d)</sup> Only applicable for Military parts

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#### 5.4 Position of the accompanying documents on the parcels.

If there is no transport package, the mandatory documents related to the transport package must be placed on the collective package.

If there is no collective package, the mandatory documents relating to the collective package must be placed on the elementary package (concrete examples are given in Appendix 1 taking into consideration different packaging scenarios).

	On Elementary Package	On Collective or intermediate package	On Shipment or transport package
Transportation Note			X
DN		X (original)	
CoC		X	
DA		X	
FAI file or FAI acceptance report (if required)	X(original) <sup>(a)</sup>	X(duplicata(s)) <sup>(a)</sup>	
Aircraft RIC	X(original) <sup>(a)</sup>	X(duplicata(s)) <sup>(a)</sup>	
Recordable Concession	X(original) <sup>(a)</sup>	X(duplicata(s)) <sup>(a)</sup>	
ARC (EASA F1, DAIN...)	X (original(s)) <sup>(a)</sup>	X (duplicata(s)) <sup>(a)</sup>	
CAIR, DDP	X (original(s)) <sup>(a)</sup>	X (duplicata(s)) <sup>(a)</sup>	
LogCard	X (original(s)) <sup>(a)</sup>	X (duplicata(s)) <sup>(a)</sup>	
PVE, ATR/PVRI	X (original(s)) <sup>(a)</sup>	X (duplicata(s)) <sup>(a)</sup>	
PVL	X(original) <sup>(a)</sup>	X(duplicata(s)) <sup>(a)</sup>	
Reply to Non Conformity (NC)	X(original) <sup>(a)</sup>	X(duplicata(s)) <sup>(a)</sup>	
Foreign export authorization document (in case of applicable extra-territorial export control regulation) <sup>(c)</sup>	X(duplicata) <sup>(a)(b)</sup>		

<sup>(a)</sup> Depending on characteristics (eg. Classification) and specificities of parts delivered or contractual conditions and/or depending on specific AH requirement.

<sup>(b)</sup> Financial data (price) may be erased.

<sup>(c)</sup> Example: DSP5 license for the US ITAR

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### 5.5 Additional information

#### 5.5.1 Barcode identification on delivery note

Unless an ASN is used, the following information should appear in the form of a bar code on the delivery note if the supplier information system allow it.

- Supplier delivery note number (maximum 16 characters).
- Order number (maximum 10 figures), in the scope of EDI delivery calls (greenloop) the order No. corresponds to the first six characters of the call No.
- Order item number (4 characters), in the scope of EDI delivery calls (greenloop), the item No. is comprised of 3 characters after the call number in 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> position)
- Batch number (maximum 10 characters)
- Serial number (maximum 18 characters)

The standard used is code 39.

In the case of acceptance with ASN, the bar code required is the UX number. For details regarding the use of ASNs, see the e-Supplychain implementation document.

#### 5.5.2 Material with limited shelve life.

For material with limited shelve life or material subject to periodic action during storage, the following information must be included on the delivery documents (see paragraph 5.2) and the parcels (see paragraph 5.3):

- Batch number
- Date of manufacture (as per definition in paragraph 3.1.3) or revalidation date
- Use-by date (or new validity further to re-validation).
- For elastomers, elastomer class or longevity group.

Except in case of specific contractual agreement, all material delivered must have a minimum of 80% of remaining shelve life.

**Any exception to this rule must be validated by AH procurement. A copy of this authorisation will have to be joined with the CC.**

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### 5.5.3 Pyrotechnic equipment and Electrostatics.

Only class 1.4S pyrotechnic equipment may be accepted by the Airbus Helicopters standard acceptance department. For the other classes, contact must be made with the armament and pyrotechnics safety contact of the Airbus Helicopters site in charge of managing pyrotechnic equipment. The information required for the pyrotechnic equipments and Electrostatics equipments (ELTs) is described in ER070 06-01.

### 5.6 Preservation and packaging method

- The supplier must use special preservation and packaging suited to the product in accordance with the equipment storage sheets.
- The elementary package must protect the equipment or the part during transport, storage and internal distribution.

#### 5.6.1 Non-exhaustive examples of protection:

- Appropriate protection to prevent the parts from rubbing together,
- Threading: use of preservation means (plastic netting or other), except for standard and small-sized parts.
- Steel parts: specific greasing that prevents corrosion,
- Elastomers: protection from light,
- Electronic products (components, unequipped wired boards): ESD protection cover against electrostatic interference and identified using the appropriate pictogram.
- For electronic equipment in units, unless specifically mentioned on the preservation and storage sheet, the connectors must be protected by ESD blanks and the sensitive sections (screens, etc.) must be protected from pollution, impacts, scores, etc. The means of protection (caps, case, etc.) shall be defined by the supplier.
- All the fluid connection ports (hydraulic, fuel, gas) must be blanked off with suitable devices.
- For items requiring a blanking device (some casings, connectors, pipes, equipment, etc.) their geometry must prevent installation of the part if it has not been removed beforehand and it must not be possible to insert the device into the part. The blanking device must be bright coloured and have a large flange or visible tabs. It is prohibited to use unscrewed male plugs, transparent or translucent blanking devices.
- Electrical products and harnesses: as per EI043-IFMA 1005.
- Equipment that is sensitive to the bend radii must have a package that meets these requirements: coaxial cable, optical fibre, Teleflex control, etc...

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### 5.6.2 Packaging and Grouping rules:

- If small-sized parts are not individually preserved, the supplier must, depending on the quantity ordered, use preservation that can hold multiple quantities of 20, 50, 100, 500, 1000 etc.
- A kit must be grouped by units and identified. List of parts inside the package to be provided.
- A single type of packaging must be used. If parts are grouped the quantity must be indicated on the package. E.g.: for an order of 285 parts, 5 packs of 50 can be made and a pack of 35.
- The supplier must physically group together (collective package) all the parts corresponding to an order item (even if they are individually preserved).
- Apart from the special case of kits, elementary packaging must not include several P/Ns or several batches.
- If the components making up the kit have a different P/N from the sold P/N, the list of these components must be provided to enable inspection.
- It should not be possible to separate a kit (one elementary package per kit) and the P/N corresponding to the kit must be clearly displayed on the elementary package.

### 5.6.3 Special Case: return of shuttle boxes

The process for returning shuttle boxes must be set up by the procurement agent in close co-operation with the AH logistics department. The cost of this service is incumbent upon the sub-contractor and/or supplier.

## 5.7 Quality rules,

### 5.7.1 Certificate (declaration) of conformity (see ER070 06-01)

- All specificities related to the purchase order must be related on the CoC (mounting traces for example).
- Any unfinished article delivered must either be accompanied by a PVL (F070-005 or F070-081 for Electrical activities), any non-conforming material must be accompanied by a DA or a concession.
- Equipment subject to NC (Zxx type order “repair, compliance with regulatory standards, revalidation, rework”).
  - The NC must be answered and certified by the supplier and it must be enclosed with the DN.
  - Any unanswered NC or if the anomaly recorded on the NC is disputed, shall be handled as non-conforming upon acceptance. The part shall be placed in quarantine area.

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#### 5.7.2 Specific requirements for electrical harnesses

- The standard abbreviated identification of the supplier as well as the order numbers and the item number must be mentioned on the elementary package.
- Refer to the following documents for details regarding the specific requirements:
  - EI043 02-650-55

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## 6 Annexe(s)

### Appendix 1

The aim of the examples given in the appendix is to specify the preservation methods to be complied with during delivery for AIRBUS HELICOPTERS acceptance.

In the case here below, “photocopy” stands for “duplicata”, as described in the paragraph 5.4.

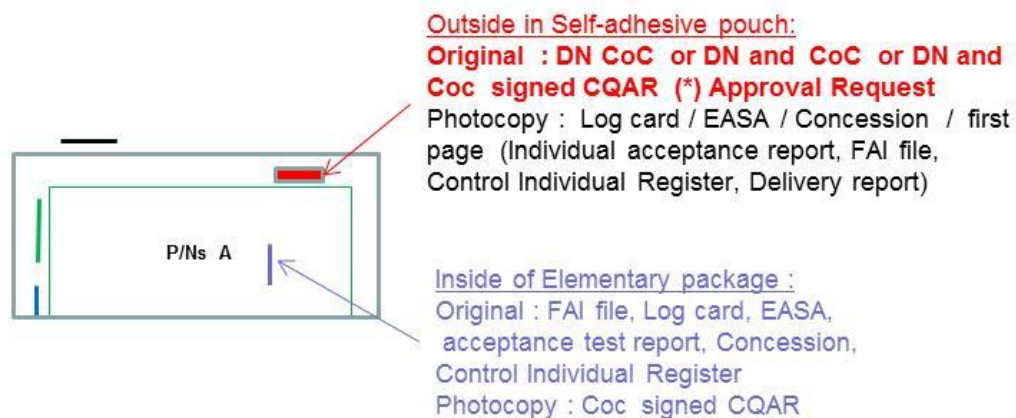
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➤ Case 1: DN CoC = 1 Order / 1 Order Item / Qty 1



➤ Case 2 : DN CoC = 1 Order / 1 Order Item / Qty 1



#### Legends

— **Transport Note label :**  
 Supplier Name  
 Transport Note Number

— **Elementary Package label:**  
 AH P/Ns  
 Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage  
 Serial N°  
 Quality stamp not necessary if the Quality stamp present on the labeling equipment

— **Certificate of non-flammability**

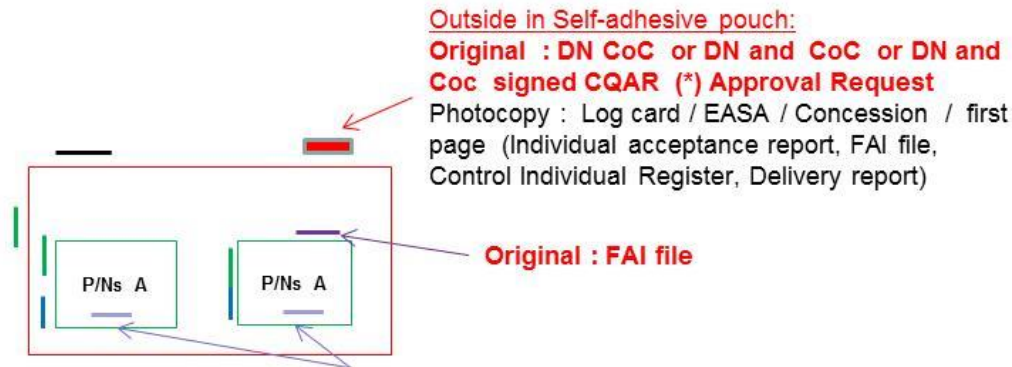
(\*) Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage



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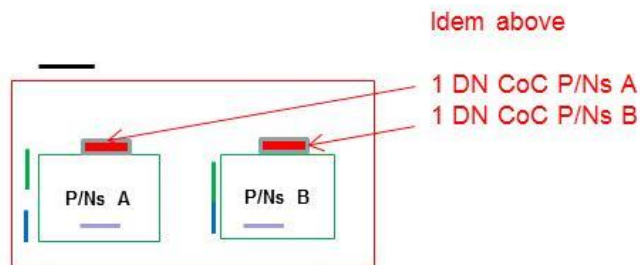
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- Case 3: DN CoC = 1 Order / 1 Order Item / Qty > 1



Inside of Elementary package :  
 Original : Log card, EASA, acceptance test report, Concession, Control Individual Register  
 Photocopy : Coc signed CQAR

- Case 4: DN CoC = 1 Order / 2 Order Item / Qty 1 + Qty 1



#### Legends

**Transport Note label :**  
 Supplier Name  
 Transport Note Number

**Elementary Package label:**  
 AH P/Ns  
 Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage  
 Serial N°  
 Quality stamp not necessary if the Quality stamp present on the labeling equipment

**Certificate of non-flammability**

(\*) Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage

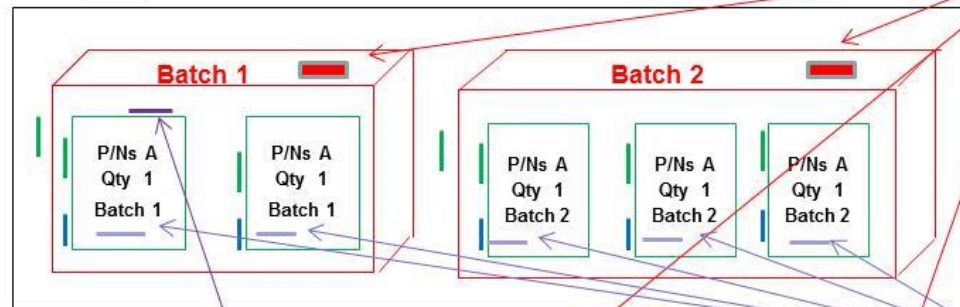
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➤ Case 5: DN CoC = 1 Order / 1 Order Item / Qty > 1 / Batch ≥ 1 à ≤ 3

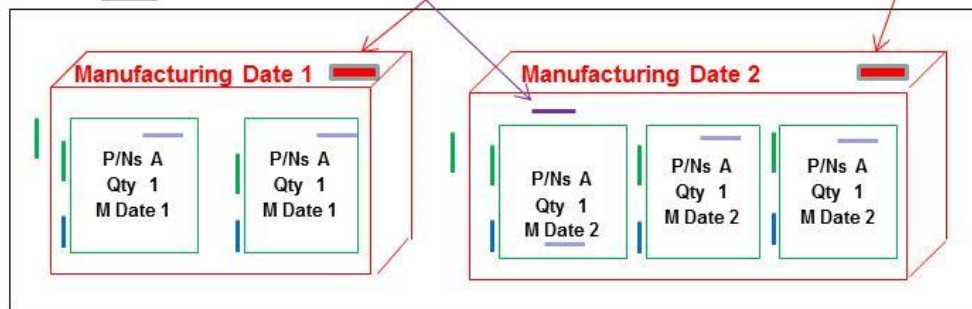
It necessarily to separate by Batch number et/or by Manufacturing number

=> Case of Batch separate :



Original : FAI file

=> Case of Manufacturing Date separate :



(\*) Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage

Outside in Self-adhesive pouch:

1 DN CoC Batch 1 + 1 DN CoC Batch 2 and/or  
1 DN CoC Manufacturing date 1 + 1 DN CoC  
Manufacturing date 2

Original : DN CoC or DN and CoC or DN and  
Coc signed CQAR (\*) Approval Request  
Photocopy : Log card / EASA / Concession / first  
page (Individual acceptance report, FAI file,  
Control Individual Register, Delivery report)

Inside of Elementary package :

Original : Log card, EASA,  
acceptance test report, Concession,  
Control Individual Register  
Photocopy : Coc signed CQAR

#### Legends idem case 1

— Transport Note label :

| Elementary Package label:

| Certificate of non-flammability

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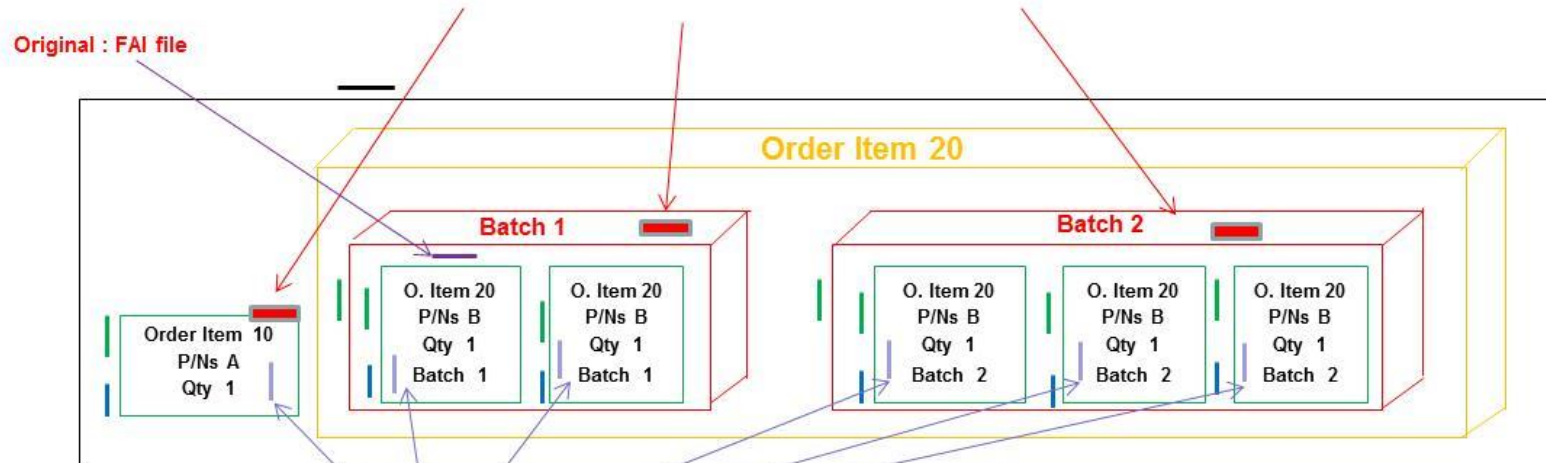
➤ Case 6: DN CoC = 1 Order / Order Item > 1 / Qty ≥ 1 / Batch ≥ 1 à ≤ 3

Outside in Self-adhesive pouch::

**1 DN CoC Batch 1 Order Item 20 + 1 DN CoC Batch 2 Order Item 20 + 1 DN CoC Order Item 10**

**Original : DN CoC or DN and CoC or DN and Coc signed CQAR (\*) Approval Request**

Photocopy : Log card / EASA / Concession / first page (Individual acceptance report, FAI file, Control Individual Register, Delivery report)



Original : FAI file

Inside of Elementary package :

Original : Log card, EASA, acceptance test report, Concession, Control Individual Register  
Photocopy : Coc signed CQAR

Legends idem case 1

— Transport Note label :

| Elementary Package label:

| Certificate of non-flammability

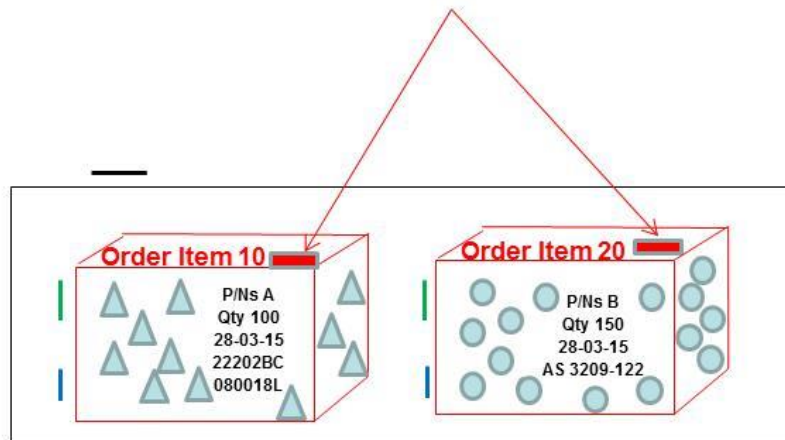
(\*) Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage

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- Case 7: DN CoC = 1 Order / Order Item > 1 / Qty ≥ 1 Not unit elementary package standardized part

Outside in Self-adhesive pouch:;  
**1 DN CoC Order Item 10 + 1 DN CoC Order Item 20**  
**Original : DN CoC or DN and CoC , Individual acceptance report,...**



#### Legends :

— Transport Note label

Elementary Package label:  
 AH P/Ns, P/Ns Part standardized ASNA,DHN,...  
 Quantity  
 Manufacturing Date if subject to limited shelf life  
 and/or if subject to maintenance during storage  
 Quality stamp

| Certificate of non-flammability

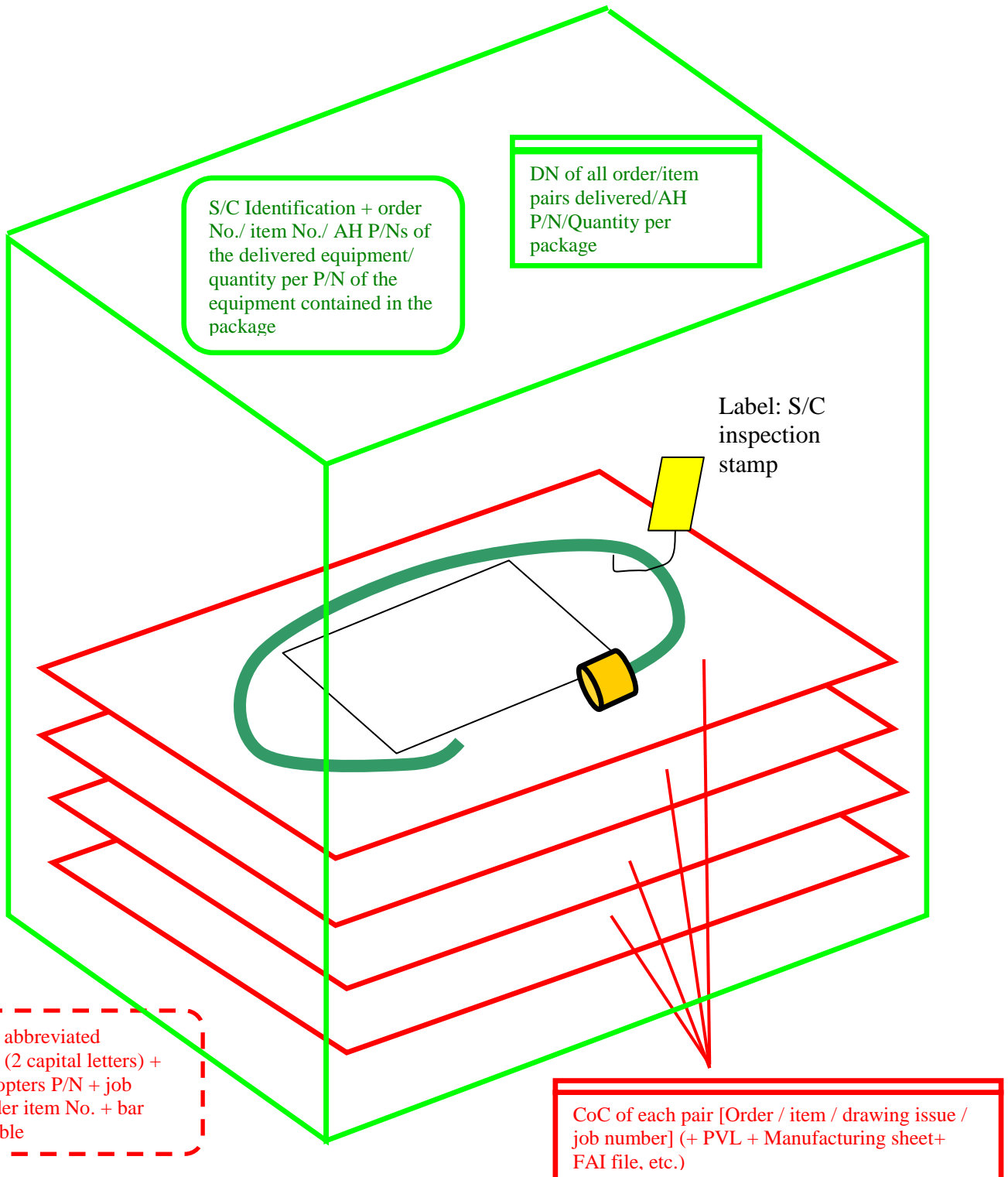
(\*) Manufacturing Date if subject to limited shelf life and/or if subject to maintenance during storage

Requirement	ER150	09-003	G
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### LOGISTICS DELIVERY CONDITIONS

#### Appendix 2: Example of electrical harness delivery

*(Group the harnesses in a single order in a single package)*



Requirement	ER150	09-003	G
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## LOGISTICS DELIVERY CONDITIONS

### Appendix 3: Single UX group package

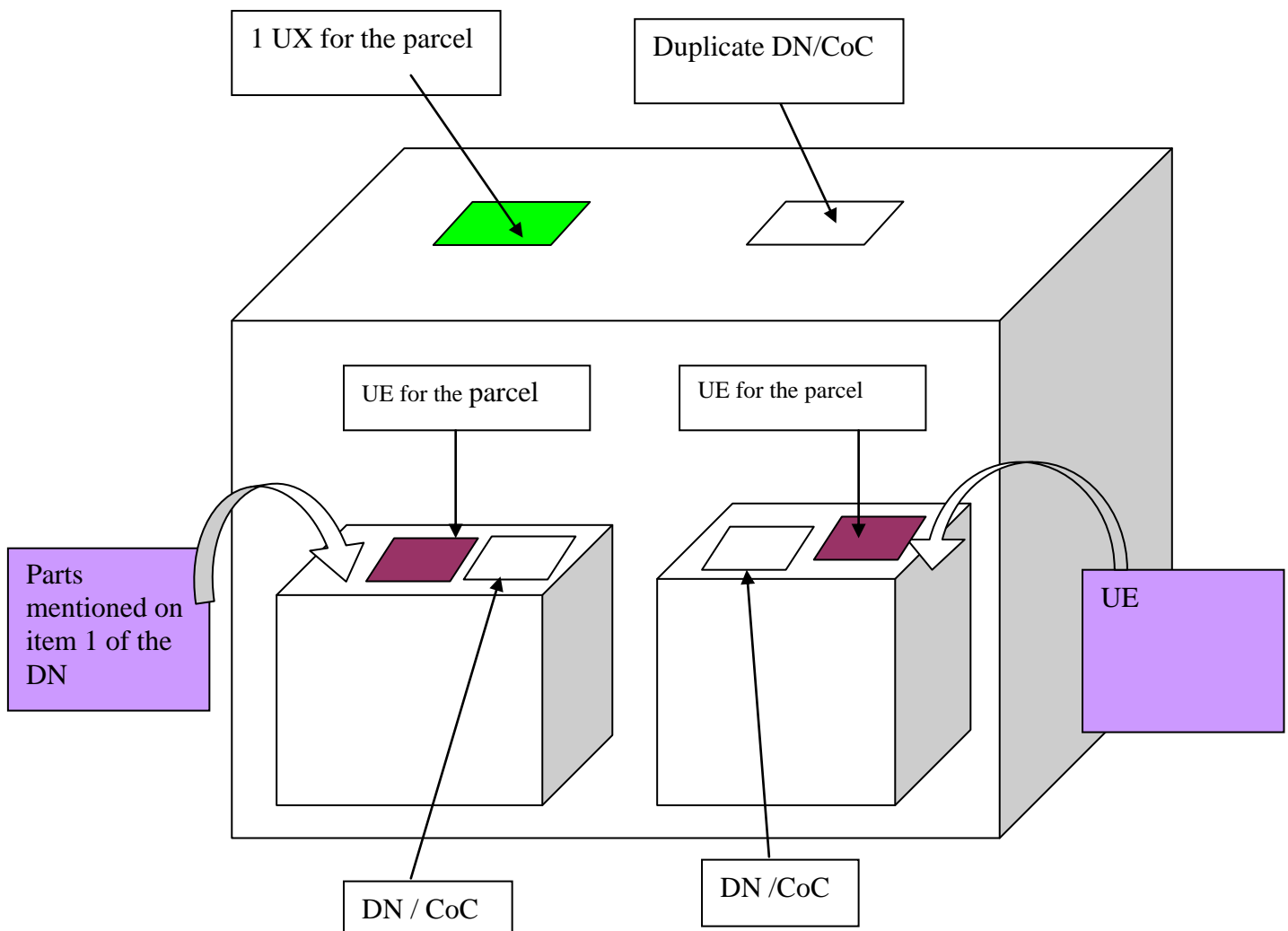
#### Definition:

UX: DN level

UE: Item included in the DN

Several UEs may be attached to a UX

Delivery example of a DN with two items that is one UX containing two UEs



Requirement	ER150	09-003	G
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### LOGISTICS DELIVERY CONDITIONS

#### Appendix 4: Multi UX group package

