

IT Section

Tele : 011-23018439  
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1425/QA Plan/DGAQA/TECH-COORD  
DIRECTORATE GENERAL OF  
AERONAUTICAL QUALITY ASSURANCE  
MINISTRY OF DEFENCE, 'H' BLOCK  
NEW DELHI-110011

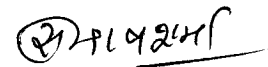
*sl-*  
01 Aug 2014

DDG (SZ)  
DDG (Koraput)  
DDG (NK)  
DDG (N&CZ)

Sub : **STANDARD TEMPLATE FOR QUALITY ASSURANCE PLAN (QAP)**  
**AT FIELD ESTABLISHMENTS**

Reference is made to this HQ letter of even number dated 09<sup>th</sup> Jun 2014.

2 It is requested that action taken by Field Establishments under your functional control on preparation of the QAP for the current year (2014-15) as envisaged vide para 3 of HQ letter under reference may please be intimated by 01<sup>st</sup> Sep 2014.



(SC Sharma)  
Director/Tech-Coord  
For DG, AQA

**Internal Copy:**

- (i) PS to DG AQA : For kind information.
- (ii) All the technical directorates (\*) at HQ : For Kind information with a request to  
Other than MSQAA & SSQAG coordinate & confirm action at FEs under  
your jurisdiction.
- ✓ (\*) For IT Section : With a request to upload our letter dated  
09<sup>th</sup> Jun 2014 and QAP template (copy  
enclosed) on our website at Technical  
(Main Menu) / Role & Functions (Sub  
Menu).

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09 Jun 2014

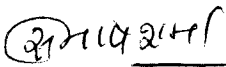
To

DDG (Nasik)  
DDG (Koraput)  
DDG (SZ)  
DDG (N & CZ)

Sub : **STANDARD TEMPLATE FOR QUALITY ASSURANCE PLAN (QAP)**  
**AT FIELD ESTABLISHMENTS**

During recent conference of RDs/HOEs of DGAQA, issue of standardisation of QA Plan to be used amongst various FEs of DGAQA was deliberated. It was decided that HQ will issue suitable guidelines/template of QAP.

2. A committee under Chairmanship of Dir (Tech Coord) was formed and a standard template for the QAP has been finalised by the committee and approved by Director General, AQA.
3. Enclosed please find the QAP template to be used by FEs of DGAQA from current Production Year onwards. QAP is envisaged to be issued annually (i.e. Production Year basis) to facilitate dynamism in the QA Plan such as Revision of List of stages, Fresh list of Quality Audits etc.
4. Distribution of the QAP should be within FE, respective DDG and HQ. Preferably soft copies should be used for distribution.
5. Suggestions for improvement if any are welcome and shall be incorporated in next edition of the QAP.
6. For kind information and further necessary action by respective FEs.

  
(SC Sharma)  
Director Tech Coord  
For DGAQA

Encl: As stated

Copy to :


- (i) PS to DG, AQA : For kind information as discussed.
- (ii) All Technical Directorates at HQ other than MSQAA & SSQAG


## TEMPLATE FOR QUALITY ASSURANCE PLAN (QAP)

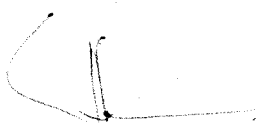
The QAP shall contain the following information:-

- 1 **Title**
  - (a) Project Name of the Project e.g Su-30 MKI
  - (b) Applicability – Activity concerned i.e Development, Manufacturing Repair/ Overhaul etc with a brief background
  
- 2 **Amendment Record** – Any amendment/revision during the year shall be recorded & authorized by Head of Establishment
  
- 3 **Distribution List:-**
  - (a) Head of Establishment
  - (b) Project Head
  - (c) Unit library
  - (d) Zonal HQ (DDG)
  - (e) HQ (i) Respective Gp Director (ii) Tech Coord
  
- 4 **Index**
  
- 5 **Reference Standards and Documents**
  - (a) Internal : (i) USO (ii) TSO (iii) AFQMS
  - (b) External : (i) DDPMAS (ii) QMS of Main Contractor
  - (c) Project Specific Documents including SOP
  
- 6 **Process flow charts:** Flow charts showing sequence of activities
  
- 7 **QA Procedures**
  - (a) List of Reverification Stages: List of Memo stages
  - (b) Surveillance/Spot Checks
  - (c) Quarterly Analysis of DI Summary to highlight critical & high rate of failure with attributable data
  - (d) Implementation of corrective/preventive measures
  - (e) Control of Non-Conformances
  - (f) List of Associated QA plans of the Project: eg Shopwise QAP
  - (g) List of critical outsourced parts and QAP documents reference No thereof.
  - (h) Quarterly Plan of Quality Audits: Areas of Quality Audit to be identified in the Plan
  
- 8 **Storage & Packing-** The plan shall specify the storage & packaging instructions & references, if any.
  
- 9 **Prepared by** – Head of Project  
**Approved by** – Head of Establishment
  
- 10 **Appendices**

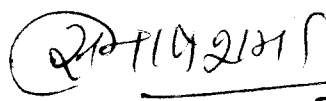
The Template has been finalized by the Committee at HQ DGAQA consisting of the following officers -

  
(Hari OM) 23/5/14  
DD/Armt  
(Member Secretary)

  
(Rajeev Mohindru)  
DD/Aircraft  
(Member)

  
(A Chandrasekaran) 23/5/14  
JD/PP&FOL  
(Member)

  
(Satish Kumar) 23/5/2014  
JD/Aircraft  
(Member)

  
(S.C Sharma) 23/05/14  
Dir/Tech Coord  
(Chairman)