



Compilation, Review and Approval of Quality System Documentation

VAIL-QAS-013

Affected Departments	
ALL	

	Role	Date
Originator	Senior Quality Engineer	20 Dec 2023
Reviewer	Senior Quality Engineer	20 Dec 2023
Process Owner	Quality Manager	02 Jan 2024
Approved By	Quality Manager	02 Jan 2024
Authorised for Publishing	Senior Quality Engineer	02 Jan 2024

Issue Number	7
Revision Number	5
Date	20 Dec 2023
Supersedes	7.4

Issue/Rev Number	Summary Of Update	Date Incorporated
5.0	Complete review of the procedure, no side bars used for tracking changes, as complete re-issue	17/05/2018
5.1	Amended para 1.0 Purpose, to reflect document covers all relevant to VAIL systems management. Amended para 2.0 Scope, to remove references to specific document types	17/05/2018
5.2	Changes to forms to include Navixa created forms	09/11/2018
5.3	4.1.2.4 Font shall be Arial and Size 12 throughout. Code for CAMO changed to CAM	14/01/2019
5.4	ISO14001 and ISO45001 Standards added to Referenced Documents	11 Mar 2019
6.0	Update to reflect use of Q-Pulse Document Control. Include document numbering in accordance with MAM-P and SAG P4.2.1-1	11 May 2020
6.1	Incorporation of Design documentation control	14 Sep 2020
6.2	Dates missing from front sheet	04 Nov 2020
7	Process change from Tech Library to QA Dept	30 Nov 2020
7.1	Add reference to VAIL-XXX-XXX procedure template	19 Feb 2021
7.2	Para 3.5 addition of Q-Pulse related document report to accompany document and change of responsibility to Approved Documentation Controller, removal of Q-Pulse review process at para 5.0, grammatical and font anomalies rectified.	13 Jul 2021
7.3	Para 4.17 corrected to detail master documents being held in Q-Pulse, Role Head of Compliance changed to Quality Manager throughout.	14 Nov 2021
7.4	Para 4.14 Change of ownership for ISO review from Library to Quality Manager and Health and Safety Manager. Para 4.15 add additional bullet for OEM/Customer pushed updates. Para 4.11.4 changes to review periodicity	02 Dec 2021
7.5	Para 3.1, 3.2 & 3.5 updated to reflect the new Document Control folder structure.	20 Dec 2023

List of Abbreviations	
ISO	International Standards Organisation
OEM	Original Equipment Manufacturer
QMS	Quality Management System
SQEP	Suitably Qualified and Experienced Person
VAIL	Vector Aerospace International Limited
BMS	Business Management System

Reference Documents	
AS9100D	Quality Management Systems - Aerospace
ISO9001	Quality Management Systems - Requirements
Part 145.A.45	Maintenance Data
14 CFR 145.109	Equipment, Materials and Data Requirements
14 CFR 43.13	Performance Rules (General).
EASA Part 21.A.145(b)	Approval Requirements
RA4810	Technical Information (MRP 145.A.45)
RA1200	Defence Air Safety Management
ISO14001	Environmental Management Systems
ISO45001	Occupational Health and Safety Management Systems
VAIL-QAS-015	System Non Conformances
MAM-P	Manual of Airworthiness Maintenance – Processes (MAM-P)
SAG P4.2.1-1	Preparation, Issue & Control of SA Documents
VAIL-DES-001	Design Organization Handbook, Exposition and Procedures

Forms	
VAIL-QAS-013F01	Change agreement sign off sheet
VAIL-XXX-XXX	VAIL Procedure Template

1.0. Purpose

The purpose of this procedure is to describe the method of compilation, review and approval of all documents relevant to Vector Aerospace International Limited (VAIL) management systems.

2.0. Scope

This procedure applies to the compilation, review and approval of documents applicable to all Vector Aerospace International Limited operations, including all contracted parties.

2.1. Documents associated with the Vector Aerospace International Limited Quality Management System (QMS) or Business Management System (BMS) shall be controlled to ensure that:

- 1) They are appropriately prepared in accordance with the QMS requirements.
- 2) Stakeholder engagement is obtained for the content suitability, adequacy and relevance, and then approved for use by authorised personnel prior to issue.
- 3) They remain legible and identifiable.
- 4) Changed documents are identifiable by issue and revision status.
- 5) Only current and authorised issues are published and obsolete documents are promptly removed from all accessible areas or otherwise assured against unintended use.
- 6) Applicable documents are available in their current issue state to the organisation for the effective functioning of the BMS.
- 7) They are periodically reviewed, revised as necessary, and reapproved with the same level of authorisation as the original document.
- 8) External documents determined by the organisation to be necessary for the planning and operation of the BMS are identified and distribution controlled.
- 9) Interactions and interfaces with other systems meet the requirements of all Regulatory requirements, both Civil and Military.

3.0. Responsibilities

3.1. Originator

This person is responsible for creating a new document or initiating changes to an existing document. Changes to an existing document are to be carried out using electronic track changes. This person will request a soft copy, via a QA-Desk Ticket, at which point the working original document will be placed in the 'R:\Document Control' folder under the relevant Department title folder. The Originator will be informed and may then commence document changes and review as required.

When making any changes to an existing procedure, the originator will concurrently apply the current version of the VAIL procedure template VAIL-XXX-XXX.

Once completed, the Originator will liaise with the Reviewer and Process Owner to ensure any amendments already made are approved and any further changes are captured using track changes. The Originator is to ensure that any changes made are compliant with the layout requirements as per this procedure in para 4.

The originator will place a copy of the Change control form VAIL-QAS-013F01 alongside the document being reviewed, completing the required sections.

3.2. **Reviewer**

The Reviewer is responsible for reviewing the newly created or amended document and if required, making any amendments using track changes. There may be more than 1 reviewer for a single document and therefore, tracked changes and the use of comments is of the utmost importance. Individual reviewers are not to delete changes or comments made by other reviewers. Reviewers will receive notification from the Originator that a document is ready for their review. The document will be located in the 'R:\Document Control' folder under the relevant Department title folder. The review process timescale will be in accordance with Para 4.8 of this document. On completion of the allocated review timescale, the Process Owner will be informed that the document is ready for their final review. Any amendments made during the review process are to be compliant with the layout requirements as per this procedure in para 4.

The reviewer will update the associated VAIL-QAS-013F01 with details of the review.

3.3. **Process Owner**

3.3.1 The Process owner is responsible for reviewing the newly created or amended document and if required, making any amendments using track changes. The process owner is responsible for ensuring the document is accurate and communicated to the relevant functional area personnel. The Process Owner will be informed by The Originator/Reviewer when a document is ready for Final Review.

3.3.2 Once the Final Review is complete, the Process Owner will then accept Tracked Changes and clear all notes to create a clean Master Document and action Form VAIL-QAS-013F01 and once completed, return the form via the QADesk to the QA Department for action.

The Process Owner will update the associated VAIL-QAS-013F01.

3.4. **Approver**

The relevant SQEP individual (i.e. Engineer Manager) should be consulted during all stages of document creation or review and provide relevant guidance and advice relating to associated regulatory compliance or engineering

standards. The Approver is to ensure documentation achieves compliance with standards and regulations and is suitable for issue in line with their delegated responsibilities.

The Approver will update the associated VAIL-QAS-013F01.

3.5. Approved Documentation Controller

3.5.1 The approved documentation controller is responsible for initially placing the soft copy document and the related document Q-Pulse report into the 'R:\Document Control' folder under the relevant Department title folder and to subsequently inform the Originator. Once a document review process has been completed, the Approved Documentation Controller is to ensure the document complies with format and structure, as per these procedures, and will approve the document for issue. Documents that do not meet the format and structure requirements will be returned to the Process Owner.

3.5.2 The Approved Documentation Controller is to save a soft copy of the document in Q Pulse historical record retention.

3.6. Upload to the BMS

On receipt of a correctly formatted and approved document accompanied by a correctly completed Change Control Form VAIL-QAS-013F01 the Approved Documentation Controller will publish the document.

4.0. Action

4.1. Preparation of Documents

4.1.1. Consultation and Communication

The originator of a document is responsible for consulting and communicating with the appropriate Manager(s) and stakeholders for the development of system documents. The applicable stakeholders may include but are not limited to:

- Employees
- Clients
- Business Directors
- Department Managers
- Department Leader

4.1.2. Format of Documents

The format, structure and guidance on document layout and paragraph numbering is detailed in the VAIL-Template, located on the intranet via Quality Business Manuals.

Documents shall meet the formatting style requirements below. All documents shall as a minimum have:

- Title

- Issue
- Revision
- Page numbering (page X of total number of pages)
- Reference documents

4.1.3. Security Classification Marking

Document security classification must be capitalised and placed centrally in the Header and Footer area. Document classification must be one of the following:

4.1.3.1 **TOP SECRET**

Information marked as TOP SECRET is used where release is liable to cause considerable loss of life, international diplomatic incidents, or severely impact ongoing intelligence operations. Disclosure of such information is assumed to be above the threshold for Official Secrets Act prosecution.

4.1.3.2 **SECRET**

This marking is used for information which needs protection against serious threats, and which could cause serious harm if compromised, such as threats to life, compromising major crime investigations, or harming international relations.

4.1.3.3 **OFFICIAL**

All routine public sector business, operations and services is treated as OFFICIAL. This classification presumes that data may be shared across departments, including externally. However, where a 'need to know' principle is identified the document is to be marked as:

- "OFFICIAL-SENSITIVE"
- "OFFICIAL-SENSITIVE COMMERCIAL"
- "OFFICIAL-SENSITIVE LOCSEN"
- "OFFICIAL-SENSITIVE PERSONAL".

All specific OFFICIAL-SENSITIVE data must be marked and contain handling instructions identifying why the data is deemed sensitive, how it must be held, processed and transferred.

4.1.4. Chapter and Paragraph Numbering System

The legal numbering system is used to identify chapter and paragraphs. This is a hierarchical numbering system that allows numbering to 5 levels of detail from 1. To 1.1.1.1.1. This is in line with MAM-P Chapter 3.3 and SAG P4.2.1-1.

4.1.5. Vector Aerospace International Limited Logo

Some documents shall also require the following:

- A title page or first page header
- Originator, and applicable Manager's approvals (as updates are made)
- Details of the updates when made
- A unique identifier in footer and title page
- Reference documents

4.1.6. Forms, Templates and some References are also required to have:

- A unique identifier in footer and title page

4.1.7. Font shall be Arial and Size 12 throughout. No Highlighting of text to be used.

4.2. Approval of System Documents

4.2.1. System documents shall be approved in accordance with the System Document Approval Matrix, i.e. as provided for on the document cover page.

4.2.2. When there is a minor change, which does not have an impact on the intent or the application of the document.

4.2.3. Minor changes include:

- Addition or change of Hyperlinks
- Addition or changes to Reference
- Change in position titles
- Grammar correction
- Reformatting

4.3. After a maximum of ten (10) minor change amendments or when an amendment affects 50% or more of the manual content, the manual will be re-issued in its entirety. Each re-issue will be consecutively numbered and supersede all previous issues and amendments. The bottom of each page identifies the issue number.

4.4. Registration and Control of System Documents

4.4.1. System documents shall be registered and controlled by the Quality Manager.

4.4.2. Control of documents shall be achieved by:

- Unique Identification Codes
- Issue and Revision Status

4.5. Assignment of Unique Identification Codes

4.5.1. A consecutive numbering system will be used to control amendments and issued in the form of complete replacement pages. For minor

changes incorporated in a new Revision, a change bar in the adjacent margin shall identify the amended area. For major changes requiring a complete new Issue, no change bars will be present. The following will form the basis for the numbering system.

VAIL= Vector Aerospace International Limited

-@@@ = Function which can be found in Appendix 1

-XXX= Sequential number obtained from the Register

VAIL-@@@-XXX = Document number

4.5.2. Forms will be linked as follows:

VAIL-@@@-XXX = Taken from the procedure

-FXX= Form sequential number obtained from the Register

VAIL-@@@-XXXFXX = Form number

Please note: that there may be more than one Form allocated to the procedure so the number will increase, i.e. F01, F02, F03, etc.

All release documentation, EASA Form 1, FAA 8130 etc. shall be controlled using NAVIXA and all amendments must be submitted in accordance with these procedures and when agreed shall be loaded onto NAVIXA

4.5.3. Should any other documents be required, the numbering system shall be determined by the Quality Department and included in the registers.

4.6. **Status and Revision Control**

4.6.1. An Issue shall be placed on all procedures, forms, some references and Expositions, to identify the issue status of the documents. The originator of the document will record the revision description section in the Summary of Update box on the front of the document.

4.6.2. An Issue Information Box shall contain the following information as a minimum:

- Date
- Issue Description
- Issue #
- Revision #

4.7. **Superseded/Withdrawn Documents**

4.7.1. Once a document has been superseded by a revision, or withdrawn because it is no longer in use, it shall be promptly removed from use. The electronic copy shall be filed in an electronic archive location.

4.8. **Review Process**

4.8.1. The originator of the document, or reviewer of an existing document, shall carry out amendments using track changes and confirm updates to

the applicable reviewer(s) and process owner. Should other functions be affected by the creation of a new document or a required change, the respective Business Directors/Stakeholders shall also be provided with access to the document.

- 4.8.2. Changes to the document (additions and deletions) shall be recorded by using the track change process and marking the margin with a change tracking bar.
- 4.8.3. The originator and reviewer are to set the timescale but not to exceed 15 working days. Any extensions are to be agreed in writing via the QADesk with the QA department. Should no feedback be received by the originator/reviewer by the end of that period, it can be assumed that tacit approval has been granted for the changes.

4.9. Access and Distribution

- 4.9.1. Wherever practical, documents shall be electronically accessible via the intranet and links to Q-Pulse with the latest version being identified. Hardcopies are clearly marked as uncontrolled and the source of the latest version identified.
- 4.9.2. System documents available on the intranet or Q-Pulse shall not be saved to personal computers or other areas outside of the designated folder structures.
- 4.9.3. External forms such as regulatory Form 1 or Form 8130, including the Certificate of Conformity are created on Navixa and as such will require Information Systems assistance in changes to these forms.

4.10. Protection, Reproduction and Disclosure

- 4.10.1. Reproduction of any system documents, in whole or in part, in any format or media is to be strictly controlled and all documents will state uncontrolled when printed.
- 4.10.2. Documentation required to be in an electronic format on an uncontrolled drive, shall be changed into a PDF document and must be read only or with password protection before posting. Templates will be in an editable format.
- 4.10.3. Only the Quality Director, or designated Quality Department personnel can authorise the disclosure or delivery of QMS documentation to third parties, other than Design Organisation documentation which, may be disclosed by the Head of Design or Head of Airworthiness. Furthermore, the action to deliver shall be performed by the QA department, on behalf of the Quality Director other than Design Organisation documentation which may be delivered by the Head of Design or Head of Airworthiness. No other person may disclose or deliver documentation.

4.11. **Monitor and Review of Documents**

4.11.1. Process Owners shall monitor and review documents to determine their suitability, continued adequacy and relevance based on:

- Reviews of non-conformity.
- Audit findings.
- New or modified legal and other requirements.
- New or modified operations.
- Recommendations to change (improve) the Systems.
- Client feedback.
- Incidents.
- Management Reviews.
- Potential non-conformities.

4.11.2. When considering the frequency for a document to be reviewed, the following considerations shall be taken into account:

- If it relates to ISO standards.
- Any foreseeable changes.

4.11.3. The Quality Manager shall develop a Review Schedule for each year, detailing the projected reviews and creation of documents.

4.11.4. Documents shall be reviewed as follows:

- a. VAIL Procedures: On a 5 yearly basis or sooner if there is an associated regulatory or standard change.
- b. Standards will only be reviewed on the receipt of an officially published update.
- c. Quality plans when affected by contractual or regulatory changes.
- d. MOE's will be reviewed and updated as required or at the instruction of the Quality Manager.

Note: Should a review, or change, occur prior to that, the timing will start from the latest release date.

4.12. **Tracking**

4.12.1. A document register shall be set up by the Quality Manager to track the internal document identification code allocated to each document and the issued versions of the document.

4.12.2. This Register will be held in Q-Pulse Documentation module.

4.13. **External Documents**

4.13.1. Identification

External documents required to be held may be identified by the following processes:

- Client Meetings.
- Contractual Requirements.
- Legal Requirements.
- Management Review Meetings.
- Plant Safety Standard/HSE requirements.
- Operational requirements.
- Process development.
- Industry practice.

4.14. Access and Distribution

4.14.1. External documents such as Regulatory Articles, OEM Manuals, etc. shall be registered by the Technical Library and stored in a central location.

4.14.2. Such copies shall be controlled and records shall be kept to monitor their movement.

4.14.3. ISO Standards will be accessed and reviewed by the Quality Manager and Health and Safety Manager.

4.14.4. Users of External documents who receive change notification are requested to complete the necessary request and submit this through the Op Desk – Technical Library tab on the intranet. Users who access standards shall not save versions to their networks. In cases where a standard is printed off it shall be marked as an “UNCONTROLLED COPY” or “UNCONTROLLED COPY WHEN PRINTED”.

4.15. Monitor and Review

4.15.1. The Document Control Register shall control the version of external documents.

4.15.2. The Technical Library shall be responsible for monitoring the status of such documentation and notifying users of any updates/reviews.

4.15.3. Methods for monitoring may include:

- Regular Inspections of registers.
- Standard watch subscriptions.
- OEM, Customer, Document Sponsor pushed notifications.

4.16. Non-Conformities

4.16.1. Documents found not to be conforming to this procedure shall be removed from use and the Quality Manager notified.

4.16.2. Non-conformities to this procedure shall be raised and managed in accordance with non-conformance procedure.

4.17. Record Management

The original copies will be retained on Q-Pulse.

4.18. Process Sequence and Interaction Diagrams

4.18.1. These are commonly referred to as “Turtle” diagrams and form part of the foundation for the Quality Management System. These define the inputs and outputs for our product realisation processes as well the supporting functions to achieve these.

4.18.2. These will be updated on the intranet as and when required. Changes which may necessitate an amendment could be procedure changes, metric/KPI changes or process changes.

4.18.3. These will also be version controlled in line with this procedure.

4.19. Design Organization

4.19.1. The Design Organization complies with the requirements of VAIL-QAS-013 using alternative means of compliance as detailed in VAIL-DES-001. These ensure that the intent of VAIL-QAS-013 is satisfied with a robust system of QMS documentation control which is compliant with the regulatory requirements of EASA and the MAA for Part 21J and DAOS design approvals respectively.

Appendix 1

Function/Category	ID
Audits	QAS
Balancing	OPS
Blasting	OPS
Continued Airworthiness Management Organisation	CAM
Chemical Processing	OPS
Cleaning	OPS
Commercial and Sales	COM
Continuous Improvement	CIP
Corporate	CORP
Corrective and Preventative Action	QAS
Customer Service	COM
Design	DES
Document and Data Control	QAS
Engineering	ENG
Environmental	EHS
Estimating	SUP
Facilities	SUP
Finance	SUP
Flying Operations	FOPS
Foreign Object Damage (Control)	FOPS
Hardness Testing	OPS

Function/Category	ID
Health and Safety	EHS
Heat Treating	OPS
Human Resources	SUP
International Traffic in Arms Regulations	SUP
Information Systems	SUP
Inspection	OPS
Maintenance Organisation Exposition	QAS
Manufacturing	OPS
Non-conformance Reporting	QAS
Non-Destructive Testing	OPS
Operations	OPS
Painting	OPS
Planning	OPS
Plasma Coating/Spraying	OPS
Policy	POL
Product Identification and Traceability	ENG
Purchasing/Procurement	PUR
Quality Management Manual	QAS
Quality Plans	QAS
Quality System	QAS
Repair	OPS

Function/Category	ID
Risk	QAS
Security	SUP
Stores/Logistics	LOG
Tooling	OPS
Training	TRN
Welding	OPS
Support Functions (IT, HR, Security, Finance etc)	SUP

Appendix 2

