***FOREWORD***

*This document provides guidance for the preparation of a Configuration Management Plan (CMP) document for use by Leonardo Helicopters Suppliers. It provides guidance and template material which is intended to assist the supplier in producing a project specific Configuration Management Plan document.*

***USE OF THIS DOCUMENT***

*This document is addressed to the LH Suppliers to provide a Supplier Configuration Management Plan documents based on it.*

*The structure and paragraphs described in the following pages constitute a template that should be used to prepare the project-specific Configuration Management Plan document.*

*The template should be used pragmatically, that is - where a section is not relevant, it should be marked with “N/A”. Conversely, the material contained in this document is not necessarily exhaustive; if there is a subject that is relevant to the Supplier, but is not included in this document, it should be included.*

# Purpose

This Configuration Management Plan (CMP) defines the Configuration Management (CM) organization, policies and processes that shall be applied in order to ensure the establishment of controlled baselines for the XXXXX Work Package. This CMP also provides means to record and report any deviation from those established baselines.

This Configuration Management Plan (CMP) is prepared in accordance to Leonardo Helicopters QRS-115 issue 02. It is prepared in accordance to ISO9100, ISO10007, and ANSI/EIA 649.

Configuration Management is a set of complementary disciplines, which combined, ensure the control of the product configuration.

These disciplines are presented in the document as follows:

• Configuration Identification

• Configuration Change Management

• Configuration Status Accounting

• Configuration Audits

The most important output of this process is a complete and solid documented status of the product at every stage of its life during design and manufacturing.

Configuration Management applies to hardware, software, processed materials and related technical documentation.

# Applicability

This CMP is applicable to the XXXXX WP.

*Remark: identify and include any specific contractual and program requirements.*

*In case of conflict between this CMP and any other contractual documents, the Contract shall prevail.*

# Effective date

*Month yyyy*

# Ownership

*Remark: Identify the supplier department owner for this process and any relevant stakeholders accountable for managing the deployment of the process, enablement and ongoing improvement.*

All process stakeholders are expected to work according to the principles, rules and the processes defined in this document.

# Acronyms, definitions and abbreviations

**Acronyms**

*List of all acronyms used on this document*

**Definitions**

Change Management

The systematic evaluation, co-ordination, approval or disapproval and distribution of all proposed changes to the configuration and/or its identification after formal establishment of its Configuration Baseline and verifies the implementation of all approved changes.

Configuration

The configuration is the whole of functional and physical characteristics of an item as described in its technical documentation (i.e.: specifications, drawings, etc...) and later achieved in the product.

Configuration Audits

Configuration audit is a process that generally culminates at a formal event prior to a product being declared functionally and physically compliant with the requirements levied by either an internal or external customer. Configuration audits can be used as a precursor to a product design being designated as a product baseline. The requirement is mainly driven by military standards and is used primarily on defence Programs. The purpose of these activities is not universal but should be considered as an integral part of every development Program.

Configuration Identification

The process of identifying, numbering and documenting the functional and physical characteristics of the Configuration Documentation.

Configuration Management

Configuration Management is the establishing and maintaining the consistency of a product through the identification, control, accounting and auditing of documents, parts, assemblies, equipment and systems with respect to their functional and physical characteristics, including their interchange-ability and compatibility with each other through its life.

Configuration Status Accounting

The recording and reporting of the information that is needed to manage the configuration effectively, including a list of the approved Configuration Documentation, the status of proposed changes to the Configuration and the implementation status of approved changes.

*Other Supplier definitions should be added*

For general definitions, please refer to EN ISO 9000 and to specific documents of Legal Entities, where applicable.

# Process and relevant phases

## Process diagram

*Add Macro-process diagram: Program phases and Configuration Management Process*

## CM Policy, Organization, Roles & Responsibilities

*This section should:*

* *Identify the organisational roles that influence the configuration management function (e.g. project managers, configuration Manager, quality assurance personnel and review boards);*
* *Describe the relationships between the organisational roles;*

*Relationships between the organisational roles may be shown by means of an organization charts. This section should describe Supplier CM Policy, Organization, Role & Responsibility.*

## Configuration Identification

*Identification allows for giving (during all the development, and after delivery), the exact list of the items that make up the configuration of a product at a specific time.*

*Use naming rules to describe the way configuration items are to be identified (i.e. describe the format used for assigning unique identifiers to each item). This can include naming conventions. Special identification schemes and labelling may be required in some case for subcontracted software, vendor proprietary software, support software, etc.*

*If applicable, identify the list of configuration items (that are going to be managed under configuration control) and how the list is to be maintained and controlled. This list must include not only the components that are developed during the project but also documentation, associated software and hardware.*

### Drawings and Documents identification

*Describe Drawings, Documents and Part Identification naming and numbering system.*

## Configuration Change Management

*This section defines the procedures for processing changes to baselines described in Sections below. This section involves:*

* *Procedures for changing the items that constitute the configuration;*
* *Procedures that allow the software configuration to evolve (if applicable).*

*Indicate the method used for controlling the configuration, explaining:*

* *At what point in the process an item is put under configuration control;*
* *How items can be modified once they are under configuration control;*
* *What configuration records are kept of the items;*
* *What are the responsibilities of users;*
* *Describe change control procedure;*
* *The link with the version control procedure (if applicable).*

### Change process on the FBL

*Describe Change Process during the Functional Baseline (if applicable).*

### Change process on the ABL

*Describe Change Process during the Allocated Baseline.*

### Change process on the PBL

*Describe Change Process during the Production Baseline.*

### Change Classification

*Describe how Design changes are:*

* *submitted for classification/approval to LH*
* *managed*
* *classified by supplier (if applicable) and classification criteria used*

### Change Approval Board

*Change Approval Board is the process used to manage preparation, justification, evaluation, coordination, disposition, and implementation of proposed engineering changes and deviations to affected configuration items (CIs) and baseline configuration documentation.*

*Describe the following information for Change Control Boards:*

* *Procedures*
* *Members*
* *Role*
* *Approval Mechanisms*
* *Add a Change Management flow*

## Interfaces and the responsibility for communication between Supplier and Leonardo Helicopters

*This section describes interface and responsibility for communication with LH*

## Configuration Status Accounting

*This section should:*

* *define how configuration item status information is to be collected, stored, processed and reported;*
* *identify the periodic reports to be provided about the status of the configured items, and their distribution;*
* *state what dynamic inquiry capabilities, if any, are to be provided;*
* *describe how to implement any special status accounting requirements specified by users.*

### Tracking of the modification

*The tracking of the modifications is a part of Configuration Status Accounting.*

*This section describes how to track and store the status of:*

*• Number and status of modification;*

*• Drawings maturity;*

*• Certification/Qualification status of items or systems;*

*• Parts availability;*

## Non-Conformity and Anomaly Management

*This section describes how to control, manage and track Non-Conformity/Deviations.*

## Configuration Audits

*This section describes how to perform Configuration audits in order to verify that the evolving*

*configuration has been verified and accurately documented.*

*There are two types of configuration audit:*

*• The Functional Configuration Audit (FCA)*

*• The Physical Configuration Audit (PCA)*

# Responsibilities on Subcontractor

*This section describes how Supplier’s subcontractors are managed and controlled, how the Configuration Management requirements will be flown-down to Supplier’s subcontractors*

# Infrastructures, tools and materials

*The objectives of this section are to describe the following points:*

* *Exchanging the information needed to build the WP in accordance with the LH requirements;*
* *Tools used to manage/control Changes/Product Structures/Production;*
* *Tools used to provide all CSA data.*

# Human Resources (roles and competence matrix)

# Monitoring and measurement

*This section defines:*

* *KPIs established to measure the process.*
* *Number of reports to be done and when they will be done (internal reports as well as configuration reports), including the following information for each report:*
	+ *Who is responsible for compiling the report;*
	+ *What is covered in the report;*
	+ *What the CM role is in the report, and what the roles of other organizations in the report are.*

# Forms and annexes

*List of Forms and Annexes related to this CMP*