

# Notice to Suppliers



## Local Copies of Source-Controlled Repair Schemes

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**Business Unit:** Services Delivery – Civil Aerospace

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For the attention of the Engineering Manager and Quality Manager

### Scope/Applicability:

This NTS applies to all Civil Large Engine Aerospace MRO (part 145) suppliers that perform source-controlled repairs. This NTS is not applicable to Business Aviation suppliers.

**Dear Supply Partner,**

### Introduction:

Rolls-Royce has become aware of instances where local copies of source-controlled repair schemes have been used as reference material for vendor repair documentation. These local copies have subsequently been found to be either draft or old versions of the source-controlled repair scheme. This NTS has been created to raise awareness of the issue, define key terms and resources and state actions.

### Background:

Uncontrolled local copies of source-controlled repair schemes must not be used to repair live components or to be used in the creation of official repair documentation unless agreed with Rolls-Royce through the source-controlled process and supported by a Method Verification Approval (MVA) document.

Source-controlled schemes are controlled by the Repair Project Request (RPR) number, referenced in the repair scheme general data and the token page present in the Engine Manual (EM). The RPR number of the token page AND the source-controlled repair scheme must align with the version of the scheme that each vendor is approved for, Rolls-Royce must be notified of any deviations. The use of uncontrolled local copies could lead to unintended deviations to approved, published data.

The token page will be visible through Rolls-Royce Care or another mechanism by which vendors access Rolls-Royce technical publications e.g., raw data form SGML, XGML etc.... Vendors must have a mechanism for checking the RPR number published on the token page aligns with the RPR number for which they were approved. Where the RPR number on the token page is different to that for which a vendor is approved then Rolls-Royce must be informed.

A vendor that is approved for a source-controlled repair scheme will be able to see this repair scheme on the specific source-controlled repair section of Rolls-Royce Care. A check of the source-controlled repair scheme version published on *Rolls-Royce Care* must also be performed at each EM transmittal. This check is to ensure that the version of the scheme is being used is present on Rolls-Royce Care and that the vendor has access to the correct version.

## Token Page

The token page is a single page, present in the EM, that is directed from inspection tasks where a source-controlled scheme is required. The token page specifies the controlling RPR revision number of the repair scheme that is current and states that only vendors with a valid approval letter from Rolls-Royce can perform this repair.

## Accessing Rolls-Royce Care:

Rolls-Royce Care can be accessed at the following web location:

<https://customers.rolls-royce.com/public/rollsroycecare>

If a Vendor does not have access, then they should contact:

[Rolls-RoyceCareCLEAdmin@Rolls-Royce.com](mailto:Rolls-RoyceCareCLEAdmin@Rolls-Royce.com)

## Accessing source-controlled schemes on Rolls-Royce Care:

A vendor will only be able to access the source-controlled repair schemes for which they are approved. If there is an error (e.g., a vendor is approved for a scheme, but the scheme is not visible or a scheme the vendor is not approved for is visible) then please contact:

[repair.implementation@rolls-royce.com](mailto:repair.implementation@rolls-royce.com)

Source-controlled schemes are not contained within the respective engine manual but have a specific location on Rolls-Royce Care, shown in Figure 1.

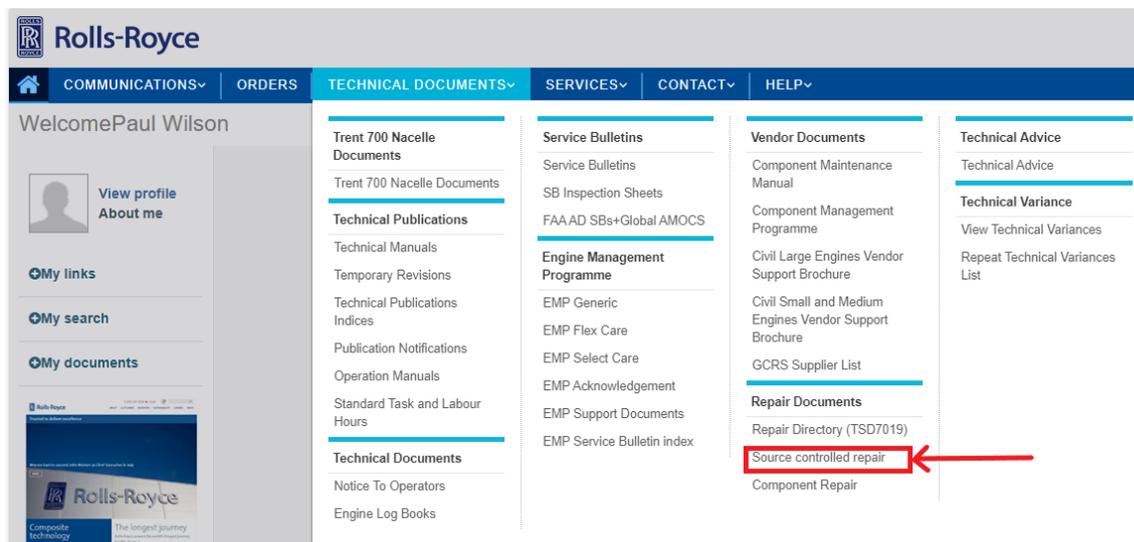


Figure 1: Rolls-Royce Care menu location for source-controlled schemes

**Action Required:**

For all actions below, if the vendor is required to notify Roll-Royce then please use a nominated Repair Single Point of Contact (SPC) or contact: [repair.implementation@rolls-royce.com](mailto:repair.implementation@rolls-royce.com)

- Vendors must ensure that uncontrolled local copies of source-controlled schemes are not being stored and used for live repairs or as reference material for vendor repair documentation. If uncontrolled local copies are being stored/used, they must be deleted. Only the most recent published data from approved technical publications is to be used.
- Vendors must have a process to check the version of the scheme, (RPR number) that the vendor is approved for, matches the version on the Token page AND in Rolls-Royce Care. If the versions do not match, then the vendor must notify Rolls-Royce.
- If a vendor has been using a local copy of a repair scheme, and it is different to current published data, then this must be reported to Rolls-Royce for assessment.
- If the vendor is approved for a version of the repair scheme that is no longer the version on Rolls-Royce Care or the Token page, then this must be reported to Rolls-Royce for assessment.
- It is acknowledged that there will be a delay between Rolls-Royce issuing new technical publications and those changes being embodied in the vendors documentation. A reasonable period for vendors to update their source-controlled repair documentation is 30 days. If the change requires longer then this must be reported to Rolls-Royce for assessment.

**NTS Category:**

Engineering/Technical

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