|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To be completed by Requester / Client | | | | | | | | |
| **Project No:** | | | | | **Concession / Change No:** | | | |
| **Description:** | | | | | **Date Initiated** | | | |
| **Client:** | | | | | **Project Name:** | | | |
| **Subcontractor** [as required]**:** | | | | | **Purchase Order No:** | | | |
| **Non-Conformance Report No** (If Applicable) | | | | |  | | | |
| **Reason for Deviation / Query Requested:** | | | | | | | | |
| **Proposed Action:** | | | | | | | | |
| **Effect on Quality Cost:** | | | **Effect on Delivery:** | | | | | |
| **Effect on Product:** | | | **Effect on Production Schedule:** | | | | | |
| **Requested By:** | | | **Signature:** | | | | | **Date:** |
| **Concession / Change Evaluation** | | | | | | | | |
| **Comments / Recommendations:** | | | | | | | | |
| **Signature:** | | **Start Date:** | | | | **Expiry Date:** | | |
| **Accept**  **Accept [**with comments]  **Reject**  **Revision to Order** | | | | | | | | |
| **Managing Director** | **Compliance Manager** | | | **Operations Director** | | | **Client Approval**  **(as required)** | |
| **Date:** | **Date:** | | | **Date:** | | | **Date:** | |