

CONCESSION APPLICATION

QAP 1111

ISSUE NUMBER	REVISION HISTORY	DATE
1	Initial Issue of Document	07-11-91
2	Paragraph 4.3.1 Amended	06-04-92
3	Company Name Change	21-01-94
4	NOTE! Added to Para 4	9th December 2005.
5	Major re-write mainly for clarification of major and Minor categories. For the previous issue please request from the Quality manager.	25 th September 2007.
6	Re-write in line with ex-form DE200 revision to issue 5	2 nd January 2008
7	Re-written in line with EN9131 and Def Stan 05-61 Part 1 Issue 4	12 th May 2010

Amended to Issue 7 by:

Approved by:

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1. PURPOSE

To provide control and accountability of all non conforming parts which are the subject of a concession, in line with the requirements of EN9131 and DEF STAN 05-61. To maintain a centralized Database of all relevant information taken from the Application Forms for analysis.

2. APPLICABILITY

This procedure is applicable to all concession applications.

3. RESPONSIBILITY

The Quality Manager is responsible for the implementation of this procedure.

4. DEFINITIONS

4.1. CONCESSION

Written authorisation to release a product which does not conform to the specified requirements.

Note: a Concession can also apply prior to production/realisation. (This process was formerly known as a Production Permit.)

4.2. NON CONFORMANCE

A non-conformance is a deviation from the product requirements, planned product realisation arrangements, acceptance criteria and contract requirements (not exclusively: UEE or Customer Purchase Order, UEE QAP1901, Customer Quality Requirements, UEE or customer drawings, external specifications / regulations, UEE ATS / ATP, Customer Acceptance Criteria, agreed samples submitted for First Article Inspection / Qualification, work instructions, packaging / identification marking).

4.3. DESIGN AUTHORITY

The organisation responsible for approving changes to and deviations from the agreed design standard and/or specification.

Note: for contracts specifying Defence Standard 05-123 (Military Aircraft & Systems), UEE does not hold Design Authority after Certification of the Design. The Design is under Ministry Control and Authority resides with MoD.

Note: for CIVIL applications, Ultra Electronics Electrics (UEE) is unable to authorise deviations to the build standard as the TC Holder (Aircraft Manufacturer) is the Design Authority. Request for concessions therefore need to be authorised by the Customer in line with a valid "Arrangement". For clarification please refer to a member of the Quality Department.

4.4. ORIGINATOR

The individual identifying the need for concession.

5. CLASSIFICATION

- 5.1. All nonconformity to specified requirements will initially be classified by UEE one of two categories:

Major: Non-conformities likely to adversely affect airworthiness, health, safety, interchangeability, maintenance, strength, life, reliability or functioning of the product, or when cost to the customer or delivery date agreed with the customer is likely to be affected, or when the nonconformity is readily apparent and might cause concern to the user.

Minor: All other departures from the specified technical requirements or recognised design or build standards, which do not fall into the Major category.

- 5.2. All concessions where UEE is not the Design Authority will be passed to the Design Authority for disposition.
- 5.3. All non-conformities classified as Major will be passed to the Customer for disposition.
- 5.4. All non-conformities where UEE are the Design Authority and which are classified as Minor will be dispositioned by UEE Design and Quality.

6. IMPLEMENTATION

- 6.1. The originator shall supply all the information required in boxes 2 to 18. Guidance on completing each box is contained in Appendix 2.
- 6.2. All boxes are mandatory, except box 2 which is not required if the concession originates within UEE.
- 6.3. The originator shall complete box 21 and forward to the responsible person within UEE. For suppliers and subcontractors, this is the Buyer. Within UEE, this shall be a Design Engineer who is a member of the relevant design domain as specified in QAP1004 Para 6.4
- 6.4. The Design Engineer shall complete boxes 19 and 20a. Guidance on completing each box is contained in Appendix 2.
- 6.5. The Design Engineer shall complete box 22 and forward to a Quality Engineer.
- 6.6. The Quality Engineer shall review all previous boxes on the form for completeness and complete boxes 20 b and 20c. Guidance on completing each box is contained in Appendix 2.

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- 6.7. The Quality Engineer shall assign a unique concession number from the Concessions Register and enter it into box 1. Further details shall be transferred from the concession form to the Concessions Register as required in order to provide data for trend analysis and continuous improvement / preventative action.
- 6.8. The Quality Engineer shall scan and store a copy of the concession in the Concessions folder of the Quality area on the company server using the concession number as a filename. The preferred format is portable document format (pdf). Ensure the scan is readable and that all details are legible
- 6.9. Where the concession is a Major concession, the Quality Engineer shall send a copy to the Customer / Design Authority. Where the Customer / Design Authority has a specific format for Concession, the Quality Engineer shall transfer the required information to the Customer / Design Authority format and forward a copy with the UEE concession to the Customer / Design Authority.
- 6.10. When the concession has been authorised by the Customer / Design Authority (if required) the Quality Engineer shall scan and store a copy of the concession in the Concessions folder of the Quality area on the company server using the concession number as a filename.
- 6.11. The Quality Engineer shall review the concession disposition and transmit a copy of the concession to all relevant parties, including the originator and the manufacturing cell.

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APPENDIX 1

UEE Concession Form is available as a separate document in Microsoft Word Format as “QAP1111 Issue 7 Appendix 1”

APPENDIX 2

Guidance on completing the UEE Concession Form - QAP1111 Appendix 1

Box #	Guidance on required information
1	Ultra Quality to complete with Concession number
2	If concession is applied for outside UEE, assign your own reference number
3	Revision # of the concession, to be raised if the concession is updated
4	Complete the name and address of the organisation requesting the concession. If this is UEE, please state, as the concession may be sent outside UEE.
5	Complete the current and total number of sheets to the concession
6	Part number of the item affected by the non-conformance
7	Name of the part affected (this is normally found on the part drawing)
8	A number ensuring the affected part(s) is traceable to an individual serial number, a batch or lot number
9	Total number of items affected by the non-conformance
10	The drawing number relating to the affected item (this may be the same as the part number, or it may be a series drawing)
11	The Purchase or Works Order number relating to the affected item
12	The issue of the drawing of the affected item.
13	Describe what is the requirement, including any specifications, nominal dimensions, tolerances. Report the actual results of inspection or known state for each individual part. Example 1: “Required Diameter = 10mm +/-0.5 Actual = 10.8mm” Example 2: “Parts list calls for capacitor C13 to be 268X234DFu. Actually used 268X234DFv “

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	Supply as much information as is available to support the concession, such as material data sheets, photographs, diagrams, sketches, etc. Use continuation sheets as required.
14	List any previous requests for concession on this part or similar parts with of a similar nature.
15	Indicate if there are any attachments / continuation sheets supporting this concession.
16	Provide a full explanation of the reason for the non-conformance. An in-depth investigation should be conducted to provide a foundation for robust corrective action.
17	This box should be used to suggest a proposed correction to the problem on the current items. This may include 'accept as is', rework, repair or other information that the originator can provide that will assist UEE in making a disposition.
18	<p>Provide a detailed description of the actions to correct the root cause of the problem. The actions should specifically address the point of failure identified in box 16. They should be clearly verifiable.</p> <p>This should fully describe the steps that are to be taken to ensure that the non-conformity does not reoccur. These may include changes to manufacturing methods, operator training/awareness, drawing changes, changes to contract review procedures, improvement to manufacturing tooling, additional / modified testing, or increased inspection.</p> <p>Increased inspection activity does not remove the non-conformity but only removes the likelihood of non-conforming product being passed down the supply chain. Hence it should only be used where technical, process or cost limitations make removal of the root cause unviable</p>
19	Who is the design authority? Refer to original contract documents and quality plan. Remember that although Ultra may be responsible for the design, we may not have the authority to approve changes or deviations. Evaluate the affected items. Remember that a change may appear positive / of benefit, but must still be considered and reported.
20a	Advise disposition. This should be concise and clear. Recommended dispositions are "Accept as is", "Rework", "Repair in accordance with....." (noting that repair will require the approval of the design authority) or "Accept with limitations on use.....". Limitations or further work to be carried out should be clearly defined.
20b	Agree or reject the Design Decision.
20c	Classify the non-conformance as per section 6 of this document.
21	Originator to record name, sign and date

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22	UEE Design to record name, sign and date
23	UEE Quality to record name, sign and date
24	Customer to record name, sign and date (where applicable)
25	Customer to add comments (e.g.: agree disposition, as applicable)