

**Supplier:
Concessions and Production Permits
BP CP07.06**



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002	25 Aug 2020	All	M	Reference to (BP CP07.02) Supplier Terms and Conditions updated.	L. Visagie	L. Visagie

* **A** - Added **M** - Modified **D** - Deleted

ABBREVIATIONS

ECP: Engineering Change Proposal
Supplier: aka External Providers

PURPOSE

To ensure that all suppliers to AAT Composites obtain formal approval for any discrepancies/deviations from specified requirements prior to delivery of product(s) to AAT Composites.

SCOPE

This document is applicable to all suppliers of AAT Composites requesting concession or production permit authorisation prior to delivery to AAT Composites.

DOCUMENT REFERENCES

Doc. No.	Title
CP07	Process Analysis (Turtle Diagram): Supply Chain Management
BP CP04.08	Engineering Change Proposal
BP CP07.02	Supplier Terms and Conditions
BP CP07.04	Supplier Quality Requirements
BP CP08.05	Quality Records
BF CP07.14	Supplier Concession or Production Permit Request
BF CP07.15	Supplier Concession or Production Permit Request Register
<i>Electronic File</i>	<i>J:\Supplier\Supplier Management\Supplier Concessions_Production Permit Requests</i>

PROCEDURE

1. As agreed between the supplier and AAT Composites - described in (BP CP07.02) Supplier Terms and Conditions and (BP CP07.04) Supplier Quality Requirements during the supplier approval phase – each supplier is responsible to inform AAT Composites of any deviations or discrepancies of manufactured product **PRIOR** to delivery to AAT Composites, by using form (BF CP07.14) Supplier Concession or Production Permit Request.
2. The supplier may **ONLY** continue with delivery of products once an approved (BF CP07.14) Supplier Concession or Production Permit Request is received from AAT Composites quality department.
3. AAT Composites **MUST** review and approve the request to ensure that deviations will not affect the functionality of product.
4. The following process must be followed:
 - a) If any deviation from specification is identified **PRIOR** to manufacture, the supplier must complete form (BF CP07.14) Supplier Concession or Production Permit Request:
 - i. a production permit (e.g. all future parts will not comply with specification); or
 - ii. a concession when deviation is identified during or after manufacturing (e.g. a specific part does not comply with specification).
 - b) The supplier shall complete a (BF CP07.14) Supplier Concession or Production Permit Request in full (together with the related/supporting documentation) and send it to the specified AAT Composites Buyer.

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- c) The Buyer will forward all the information to the Quality Manager for registering and processing on (BF CP07.15) Supplier Concession or Production Permit Request Register, allocating a unique number for the request.
- d) The quality department will then proceed liaising with the project engineering department to review the request and acquire all the needed authorisation signatures.
 - When a supplier production permit requests is accepted/approved, the Project Engineer must generate and complete an ECP - following procedure (BP CP04.08) Engineering Change Proposal for AAT Composites.
- e) The status (approved or not approved) will be indicated on form (BF CP07.14) Supplier Concession or Production Permit Request - clearly indicating the reasons for the decision as well as any additional or important instructions to the supplier.
- f) The quality department will inform the supplier in writing (including the relevant buyer and project engineer in the communication), for approved and not approved requests.
 - If the request is accepted/approved, the approved concession (BF CP07.14) Supplier Concession or Production Permit Request together with the related/supporting documentation will be send to supplier. This will form part of the product documentation.
- g) The register will be updated and all communication and relevant records and documentation electronically saved at the following address on the company network: J:\Supplier\Supplier Management\Supplier Concessions_Production Permit Requests.
- h) The supplier **MUST** include a copy of the approved (BF CP07.14) Supplier Concession or Production Permit Request form with the delivery of parts to AAT Composites with the shipping documentation.
- i) The supplier shall do corrective/preventive action to prevent recurrence. These actions shall be sent to AAT Composites Quality Manager.

AUTHORITY AND RESPONSIBILITY

1. Only the project engineering department is authorised to approve supplier concession or production permit requests from suppliers.
2. The quality department is responsible to retain and maintain approved and not approved records of supplier concessions or production permit requests as described in point g above.
3. The quality department is responsible to communicate the status of supplier concessions or production permit requests to the supplier which includes related/supporting documentation and save electronic copies of the correspondence.

DOCUMENTED INFORMATION (RECORDS)

1. All Supplier Concession Requests and Supplier Production Permit Request records are considered quality records and must be retained by AAT Composites quality department.
- Retention period: As described in procedure (BP CP08.05) Quality Records since it forms part of the build history of the products.