AIRBUS

GENERIC QUALITY ASSURANCE REQUIREMENTS

FOR: BUILT TO PRINT ITEMS, ITEMS TO STANDARD AND OFF THE SHELF ITEMS

APPLICABLE FOR:
AIRBUS DEFENCE AND SPACE - SPACE BUSINESS UNIT ORBITAL

ISSUE: 02c
RELEASE DATE: 20.03.2018

Supplier	Airbus Defence and Space
Organisational Unit: Company name: Company location: Name of approver: Date:	Organisational Unit: Name: Signature: Date:
	Document approved by: H. Stilke *H. Stilke* Date: 20.3.2018

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Change history

Issue	Release date	Affected Section	Description of change
01	14/09/10	All	Initial release
02	02/04/13	All	Requirements from ISO 9001 and EN9100 highlighted
		Cover page	Issue and release date added
		Cover page	change of title according to document title
		Change history	change history added
		1	explanation of highlighted requirements from ISO 9001 and EN9100
		All	old logo replaced by new logo
02b	13/03/18	All	Change of company name, inclusion of 8D for NC after delivery.
02c	20/03/18	Cover Page	Signature fields modified

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1. SCOPE

This document establishes the generic Quality Assurance requirements for Direct Materials (DM) and Product Related Services (PRS) suppliers. It is based on the EN 9100 / DIN EN ISO 9001 standards and as such flows down the essential requirements from those standards relevant for DM and PRS procurement.

EN 9100 / DIN EN ISO 9001 certification is not formally requested from DM suppliers but is encouraged and considered as a plus for supplier selection and approval; EN 9100 is the preferred certification. Suppliers who are EN 9100 or ISO 9100 certified with a valid certificate from a recognized accreditation body are deemed to have a Quality Management System acceptable to Airbus Defence and Space and this is taken into account in the formal approval of the supplier.

To make the review of this document easier for suppliers that are either ISO 9001, or EN 9100 certified, quality assurance requirements, coming for those standards are highlighted as follows:

- Requirements, covered by ISO 9001: normal text
- Requirements, exceeding ISO 9001, but covered by EN9100: single underlined text
- Requirements, exceeding EN9100: double underlined text

These highlights are supposed to lighten processing of this document by the supplier. An incorrect highlight has neither impact on the validity of this document, or the signature of the supplier on this document.

2. APPLICABILITY

These requirements are applicable to all Direct Material and Product Related Services suppliers regarding flight hardware or hardware interfacing with flight hardware or equivalent application, including Test Centres on whom Purchase are placed and are mandatory to the extent stated on the applicable Purchase Order. In the event of any conflict between the requirements of the Purchase Order and this document, the Purchase Order shall have precedence.

The supplier shall assure flow down of these requirements to its lower-tier suppliers.

In the following text, the word product shall be understood as covering deliverable items and also services deliverable outputs.

3. APPLICABLE DOCUMENTS

Title	Reference
Metallic products - Types of inspection documents	EN 10204

4. REFERENCE DOCUMENTS

The publications listed below were used in the preparation of this document, and contain background information relating to the subjects addressed.

The references provided are intended to demonstrate compliance to dedicated chapters within the listed documents.

Title	Reference
Quality Assurance	ECSS-Q-ST-20 C
Quality Management System	EN9100:2016 ISO 9001:11/2015
Quality Management Systems – Requirements for stockist distributor	EN 9120
Quality Systems – First Article Inspection	EN 9102
Data for selection of space materials and processes	ECSS-Q-70-71A rev. 1
Non-conformance Control System	ECSS-Q-ST-10-09 C
Configuration and information Management	ECSS-M-ST-40 C
General requirements for the competence of testing and calibration	ISO 17025

5. ABBREVATIONS

NCR	Non-Conformance Report
QA	Quality Assurance
RFD	Request for Deviation
RFW	Request for Waiver

6. QUALITY ASSURANCE PRINCIPLES

6.1. QUALITY ASSURANCE MANAGEMENT PRINCIPLES

The prime objective of Quality Assurance (QA) management is to ensure that quality dispositions are defined in line with the requirements for the considered products or services are put in place and that their effectiveness is monitored and the deviations are corrected.

An established and maintained QA system shall be able to prove the effectiveness with a finally delivered safe and reliable product or services. All QA requirements shall be specified through definition and implementation of adequate methods and procedures. Personnel whose performance determine or affect product quality shall be competent on the basis of appropriate education, training, skills and experience.

Those management principles apply to all the levels of the supply chain for the considered products or services, implying flow down and control by the supplier (i.e. first tier) regarding his own suppliers (i.e. lower tier).

6.2. GENERAL PRINCIPLES

Commitment to quality throughout the entire supply chain is key to the Quality of the product. The implementation of the following topics should be ensured by the QA function:

- conformity
- control of changes
- configuration control
- traceability
- inspection
- non-conformance management and control
- alert management
- metrology and calibration
- forbidden materials
- workmanship and cleanliness
- handling, packaging, storage and preservation

6.3. PROCUREMENT PRINCIPLES

All procurement activities including selection of procurement sources, procurement documents, procurement source surveillance and receiving inspection shall be controlled to ensure that all procured items and services conform to requirements as stated in this document and / or dedicated Purchase Order.

More details are provided in chapter 7.3.

7. QUALITY ASSURANCE REQUIREMENTS

7.1. QUALITY ASSURANCE MANAGEMENT REQUIREMENTS

7.1.1. Quality Management System

The supplier shall demonstrate the existence and application of a Quality Management System.

7.1.2. Personnel training and certification

The supplier shall establish a documented training programme for the personnel whose performance determines or affects product quality. Especially personnel performing special processes, inspecting or controlling special processes (i.e. welding, soldering, surface and heat treatment), or performing non–destructive testing and evaluation shall be trained and certified. In accordance to applicable standards the supplier shall maintain records of the training.

7.1.3. Access

Upon prior notification an Airbus Defence and Space representative shall be granted access to the supplier's and their subcontractors / lower tiers premises, quality procedures and/or records relating to the Airbus Defence and Space purchase order for the purpose of evaluating the supplier's compliance to the requirements of this document and Airbus Defence and Space purchase order conditions (subject to contractual terms and conditions).

7.1.4. Quality records

Retention times for these records shall be as follows:

- Drawings, manufacturing, inspection and test results, raw material test results and constituent analysis reports, records, minimum period of fifteen (15) years from the date of the last purchase order if not otherwise specified differently.
- Records associated with product design and certification fifteen (15) years from the date of the last purchase order if not otherwise specified differently.

The supplier shall refer to Airbus Defence and Space Quality department via the designated focal point (Supplier Relationship Manager or Procurement Manager or Buyer or QA Responsible) if such records cannot be retained as required. In the event of termination of the contract or insolvency, all Quality records applicable to the purchase order / contract must be surrendered to Airbus Defence and Space Quality organization.

7.2. QUALITY ASSURANCE GENERAL REQUIREMENTS

7.2.1. Conformity and control of changes

The supplier through its management is responsible for the conformity of the delivered products or services to the contractual requirements applicable for the considered purchase orders and the applicable reviewed and agreed design and production files if such provisions apply. This covers also the tasks and operations subcontracted to lower tiers.

The conformity is attested by the Certificate of Conformity (or Conformance) attached to each deliverable.

The supplier shall have in place the provisions for the identification and recording of all changes affecting the definition, the conditions of manufacturing and quality control, and the rank or date of application of such changes, and shall inform Airbus Defence and Space of such changes as soon as they materialize. Such changes shall be subjected to Airbus Defence and Space formal approval prior to implementation.

The configuration of the delivered products or services shall be formally controlled.

7.2.2. Traceability

The supplier shall ensure that a bidirectional and unequivocal relationship between parts, materials or products and associated documentation or records is established and maintained. Also the supplier shall be capable to trace data, personnel and equipment related to procurement, manufacturing, inspection, test, assembly, integration and operations activities. See example shop traveller for guidance in

Annex A – Shop Traveller .

7.2.3. Source Inspection

When required by Airbus Defence and Space, source inspection e.g. visual inspection of piece parts, intermediate assembly, final inspection before delivery, will be carried out by a qualified Airbus Defence and Space representative as per the purchase order or contract. Relevant quality records shall be made available during the inspection. The source inspection does not relieve the supplier from its obligation to perform its own inspection controls and to attest the conformity of the delivered product.

7.2.4. First Article Inspection

When required by Airbus Defence and Space or in case materials are ordered according to aerospace standards, First Article Inspection, to be understood as a comprehensive inspection of the first article or batch of articles produced initially or after major changes to check its conformity to requirements and to ensure that the manufacturing process is capable of producing products in series conforming to requirements, shall be performed according to Airbus Defence and Space requirements, respectively according to the given standards.

7.2.5. Performance Monitoring and Improvement

The supplier shall monitor its performance relating to Airbus Defence and Space Requirements. Information to be monitored shall include but should be not limited to :

- Product or Service conformity,
- On-Time Delivery performance,
- On-Quality Delivery performance
- Airbus Defence and Space complaints,
- Corrective action requests [from audits]

If not conforming to Airbus Defence and Space requirements, the Supplier shall monitor the implementation of improvement activities and evaluate the effectiveness of the results.

7.2.6. Non-conformance control system

Should there be any deviation detected during incoming inspection, manufacturing or testing processes at supplier site or lower tiers, the supplier shall notify Airbus Defence and Space immediately with a preliminary formalized assessment, for further investigation.

- Request for Deviation (RFD)
  If for specific and justified reasons prior to manufacturing, the supplier needs to deviate from the Airbus Defence and Space drawing, specification or purchase order, a Request for Deviation (RFD) must be sent to Airbus Defence and Space in advance of manufacturing. Manufacturing taking into account such deviations shall not be started without agreement to the RFD by

Airbus Defence and Space. See example of RFD in Annex C – Request For Deviation template.

- Non-Conformance Report (NCR) and Request for Waiver (RFW)
  Any item, which deviates from the requirements of the drawing or purchase order in any respect after starting the manufacturing process, shall be considered “non-conforming” and be subjected to the supplier's non-conformance process. Non-conformance reports shall be sent to Airbus Defence and Space. Non- conforming parts may be submitted for Request for Waiver (RFW) after consultation with Airbus Defence and Space. See RFW example in Annex D
  – Request For Waiver template.

Non-conforming parts that are deemed beyond economical repair, or otherwise scrapped shall be disposed of, such that they can NEVER be salvaged or made to appear fit for purpose. Evidence of disposal should be documented and provided on request.

RFD, RFW and Nonconformance reports shall be submitted within 5 working days after detection to Airbus Defence and Space Quality Assurance.

Non-conforming product found at Airbus Defence and Space after delivery will be subjected to a Non-Conformance Report established by Airbus Defence and Space and notified to the supplier. The supplier shall support the investigation of the anomaly through use of the 8 D systematic and thus ensure the identification of root causes and shall implement resulting corrective or preventive actions. A copy of the completed 8D report shall be forwarded to Airbus Defence and Space. Any non-conforming part returned to the supplier shall not be re-submitted without reference being made to the original rejection (NCR reference)

The supplier's quality management system shall ensure the proper framework and procedure for non-conformance handling, root cause analysis and execution of corrective and preventive actions.

7.2.7. Management of alerts

If the supplier observes problems in context of other activities with respect to raw materials, processes or similar products as those delivered to Airbus Defence and Space, information of such observations shall be submitted to Airbus Defence and Space within 5 working days.

7.2.8. Metrology and calibration

The supplier shall control, calibrate and maintain inspection, measuring and test equipment used to demonstrate the conformance of product to the specified requirements, whether owned by the supplier, on loan, or provided by Airbus Defence and Space. Evidence shall be documented and provided on request.

7.2.9. Materials

The supplier is expected to comply with the legal environmental and safety requirements. Drawings and Parts Lists supplied by Airbus Defence and Space in the frame of the Purchase Order may define further requirements regarding

materials. It is to be considered by the supplier that exceptions to legal regulations are possible for aerospace applications.

All procured parts and materials have to be accompanied by respective certificates according to EN 10204:

1) non-structural materials and parts: certificate 2.1
2) structural parts and materials: certificate 3.2

Certificates have to be archived by the supplier and be made available to Airbus Defence and Space upon request (see § 7.2.2).

7.2.10. Workmanship and cleanliness

All elements manufactured shall be free from burrs, tool marks, scale and other surface defects and contaminants.

All elements delivered shall be new manufacture and unused. No reworking or repair shall be carried out without prior written authorization from Airbus Defence and Space.

All elements manufactured shall be the object of cleanliness control and an appropriate cleaning process before they are packaged for delivery.

No protective lubricant or substance shall be applied unless otherwise specified in the procurement specifications.

The risks of chemical or particle pollution shall be identified and mitigated in accordance with the relevant requirements.

7.2.11. Handling, packaging, storage and preservation

The supplier shall prevent handling damage during all phases of manufacturing, assembly, integration, testing, storage, transportation and operation. Possible prevention measures are:

- protection of items during handling,
- handling devices, or
- procedures and instructions.

The products shall be packed in order to avoid mechanical damage and contamination during storage and transportation until delivery to Airbus Defence and Space.

The supplier shall provide secure storage areas compatible with the cleanliness requirements to store incoming materials, intermediate items and end items before shipping. Raw materials, semi-finished items used for completion of the product as well as the finished product to be delivered to Airbus Defence and Space shall be stored in dedicated areas. Non-conforming items awaiting disposition, scrap items and all other items which require to be stored separately for health or safety reasons shall be placed in segregated areas.

7.3. QUALITY ASSURANCE REQUIREMENTS FOR PROCUREMENT

The control of procurement activity at the supplier includes selection of procurement sources, control of purchase documents, surveillance of lower tier Suppliers (i.e. suppliers of the supplier) and control of incoming items.

7.3.1. Selection of procurement sources

The supplier shall evaluate and select lower tiers based on their ability to work in accordance with Airbus Defence and Space requirements. Criteria for selection shall be established and records of the results and any actions arising presented to Airbus Defence and Space on request or during audits.

7.3.2. Flow down of requirements to suppliers of the supplier

The supplier is responsible that requirements of this document shall be passed on to lower level suppliers as far as appropriate.

7.3.3. Procurement documents

The supplier shall ensure that supplies are identified and that all applicable requirements are defined in the procurement documents. Also the supplier shall ensure that requirements to those contained in lower tier procurement documents are traceable.

7.3.4. Surveillance of suppliers of the supplier

The supplier shall exercise surveillance over all activities carried out by lower tier suppliers. This may include audits, reviews and mandatory inspection points.

Airbus Defence and Space reserves the right to audit any lower tier supplier, either before the selection of the supplier or during work execution.

7.3.5. Incoming inspection

The supplier shall ensure that all incoming supplies, including documentation and packaging, whether delivered on his own premises or elsewhere, conform to the requirements of the procurement documents. Inspections shall be performed in accordance with established procedures and instructions, to ensure that quality level is properly determined.

Incoming inspection records shall be maintained to ensure traceability and the availability of historical data to monitor performance of the procurement source.

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ANNEX A – SHOP TRAVELLER TEMPLATE

****SHOP TRAVELER****

JOB NUMBER SERIAL NUMBER	ABC Company Muster Str. 123 D-00001 Musterstadt Germany	SHOP TRAVELER REVISION: DATE:
P.O. #	CUSTOMER:	PART NAME:
PART NUMBER:	REVISION:	

QTY REQ:	QTY RUNNING:	QTY COMPLETE:	DUE DATE:
PLANNED BY:		APPROVAL:	

PLAN REV	DESCRIPTION OF CHANGE	DATE	REVISED BY:

MANUFACTURING PLANS ARE REQUIRED TO BE PREPARED AND MAINTAINED BY ABC COMPANY. ANY CHANGES TO THIS PLAN REQUIRE QUALITY ASSURANCE APPROVAL

NOTE: ALL OPERATIONS AND/OR CERTIFICATIONS MUST USE THE LATEST REVISION, AMENDMENTS, DEVIATIONS AND ENGINEERING ORDERS OF APPLICABLE SPECIFICATIONS & ITS DERIVATIVES

AT TIME OF PROCESSING, LATEST REVISION MUST BE USED FOR ALL SPECIFICATIONS LISTED

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****SHOP TRAVELER****

JOB NUMBER SERIAL NUMBER	ABC Company Muster Str. 123 D-00001 Musterstadt Germany	SHOP TRAVELER REVISION: DATE:
P.O. #	CUSTOMER:	PART NAME:
PART NUMBER:	REVISION:	

OP	WC	DESCRIPTION	OPER	ACC	REJ	DATE

Detailed description of the work step:
- What is the operation to be performed
- Which machine / device / test facility etc. to be used (with unambiguous identification)
- What is the unambiguous reference for the operation (Drawing no., specification, procedure, NC-program, manufacturing directive, etc.)
- If applicable: what are required success criteria (e.g. critical dimensions to be verified, pressure / temperature applied etc.)
- Which special tools/rigs/jigs need to be used to perform this working step (with unambiguous identification)
- Etc.

Work center / work station where the work step is executed

If Non-confor-mance occurred: ref. to NCR No.

Accounting (time to be spent, actually spent)

Sequential number of work step

Operator identification and acknowledgement of correctly performed work step

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ANNEX B – NON CONFORMANCE REPORT TEMPLATE

1 **Company**	2 **Project Name**	NCR-N°: 3 Revision 4 Related internal NCR-No.: 5 Critical Item: Yes ❑ No ❑ 6 Page 1 of ___ Attachments: 7

Nonconformance Report

NCR Title 8	
NC Item Identification Sr-N 9	Drawing No. 12
Next higher Assembly 10	Procedure No. 13
Subsystem Model No. 11	Supplier 14 Purchase Order
NC Observation Date: Location: 15	NC detected during .... (Prod.-/Inspec. Step, Test, etc 16
Description of Nonconformance 17	Requirements violated 18 Initiator: Date, Name and Signature 19

Internal NRB Dispositions 20 Ref. to MoMs 21		Classification: 22 Minor ❑ Major ❑ Customer Notification per 23 Verification 24
Cause of NC 25 Ref to Failure Report 26	Corrective/Preventive Actions 27	

Date: Name: Signature:	PA 28	Engineering 29	30	31

Customer NRB Dispositions (Class major, only) 32 Ref. to MoMs 21		Verification 24
Finally determined Cause of NC 33 Ref to Failure Report 34	Corrective/Preventive Actions 35	

Request for Waiver No ❑ 36 Yes ❑ Reference: _____	Alert No ❑ 37 Yes ❑ Reference_____	Other related Documents 38

NRB Approval Organization/Name	Chairman 39	40	41	42	43	NCR Close out 49
Date, Signature	44	45	46	47	48	Date, Signature, Stamp

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1 Company	2 Project Name	NCR-No.: 3 Revision 4 Page __ of __ 7

Nonconformance Report

- Continuation Sheet -

NCR Treatment Sequence / Findings / Statements / Actions	Verification
50	24

Box	Field	Description	Mandatory entry
1	Company	Identification of the supplier of the nonconforming item	Yes
2	Project name	Project under which the item is procured	Yes
3	NCR-no.	Unique identification and registration number	Yes
4	Revision	Alpha or numerical identification of updated issues	Yes
5	Related internal NCR	Reference to internal report which might have been issued previously	No
6	Critical item	"Yes" or "No" as identified in the project CIL	Yes
7	Page Attachments	Individual page number and total number of pages of the report Attached pages (only first page of each item)	Yes Yes
8	NCR title	Short description (it should be the same as used in the nonconformance status list)	Yes
9	NC item	Identification of the nonconforming item by name and number according to the CIDL and its serial number (if any)	Yes
10	Next higher assembly	Identification of the assembly group of which the nonconforming product forms part	No
11	Subsystem Model	as per 10 as per 10	No No
12	Drawing no./Part no.	Document that defines the affected product	Yes, if applicable
13	Procedure no.	Procedure in execution when the nonconformance occurs	Yes, if applicable
14	Supplier Purchase order	Name of the supplier of the nonconforming item Number of purchase order if the nonconformance is observed on a supplied product	Yes, if applicable
15	NC observation	Date and location of the nonconformance observation	Yes
16	NC detected during ...	Activity being performed when the nonconformance was detected Name and organization group of the NC observer	Yes, where relevant
17	Description	Description of the nonconformance, location on the product, means of detection, condition for observation, to be supported by sketches and attachments as appropriate, environmental conditions pertaining to the product at that time	Yes
18	Requirements violated	Identification of the detailed requirement to which the product does not conform	No

19	Initiator	Name, date and signature of the person raising the nonconformance	Yes
20	Internal NRB	Dispositions as per Note below and actions agreed by the NRB	Yes
21	Ref. to MoMs	Identification of minutes of meeting drafted during the NRB meeting	Yes, if any
22	Classification	"Minor" or "Major" as per internal NRB decision	Yes
23	Customer notification	Date and reference to written notification	No
24	Verification	Individual close-out statement by PA personnel for all actions determined by the NRB	Yes
25	Cause of NC	Basic fact or circumstance which causes the nonconformance	Yes
26	Ref. to failure report	Document identification number of the failure analysis report	Yes, if existing
27	Corrective or preventive actions	Corrective or preventive actions agreed by internal NRB for minor NCRs	Yes
28	PA	Date, name and signature of PA representative in the internal NRB	Yes
29	Engineering	Date, name and signature of the engineering representative in the internal NRB	Yes
30 31	blank	Date, names and signatures of additional NRB members of the internal NRB Note below	No
32	Customer NRB dispositions	Dispositions as per and actions agreed by the customer NRB	Yes, if class major
33	Finally determined cause of NC	Basic fact or circumstances which causes the nonconformance as confirmed by customer NRB	Yes, if class major
34	Ref to Failure Report	Document identification number of the failure analysis report on customer NRB level	Yes, if existing
35	Corrective or preventive actions	Corrective actions agreed by customer NRB for major NCRs	Yes
36	Request for waiver	"Yes" or "No" based on customer NRB disposition and the identification number of the RFW in case of "Yes"	Yes, if applicable
37	Alert	"Yes" or "No" as per customer NRB decision and the identification number of the Alert in case of "Yes"	No
38	Other documents	Identification of other related documents according to NRB decision	Yes, if applicable
39	Chairman	Name of company and person chairing the customer NRB	Yes

Note on box 22:

MAJOR non-conformances are non-conformances which can have an impact on the customer's requirements in the following areas and cases:

- safety of people or equipment,
- operational, functional or any technical requirements imposed by the business agreement,
- reliability, maintainability, availability,
- lifetime,
- functional or dimensional interchange ability,

- interfaces with hardware or software regulated by different business agreements,
- changes to or deviations from approved qualification or acceptance test procedures,
- project specific items which are proposed to be scrapped

MINOR non-conformances are non-conformances which by definition cannot be classified as major

Note on boxes 20 and 32:
The internal and the customer NRB shall dispose non-conformances according to the following criteria:

1. Return to supplier

2. Use “as-is” (in this case a technical justification must be added)

3. Rework

4. Repair

5. Scrap

b. The supplier shall include minor non-conformances in his non-conformance status list.

NOTE Unless otherwise stated in the business agreement, minor non-conformances need not be notified to the customer.

c. The supplier shall provide the non-conformance status list to the customer, upon request, for the review of the correct application of classification criteria and appropriate processing.

b. When determining a disposition, the NRB shall perform the following tasks:

1. Analyse NCRs and provided analyses

2. Review records of any previous similar or identical non-conformances.

3. Assess the feasibility of the intended dispositions.

4. Assess the applicability of dispositions and corrective actions to existing and in-process items

NOTE This also includes re-inspection and retest.

5. Assess the effect of the non-conformance on the requirements of the business agreement

6. Assess the effect of the non-conformance on the intended use of the item

7. Assess whether the item is identified as critical

8. Assess the need for raising an alert to other users of similar nonconforming items, and activate the related procedures established in the business agreement.

ANNEX C – REOUEST FOR DEVIATION TEMPLATE

Id	Data	Description
1	Organization	Identification of the request for deviation originating organization
2	Number	Unique identification and register number
3	Issue	Issue status of the request for deviation
4	Date	Issue date of the request for deviation
5	Classification	Recommended classification (i.e. major or minor)
6	Project	Project under which the nonconforming item is supplied
7	Business agreement	Business agreement identification under which the nonconforming item is supplied
8	Order	Order number under which the nonconforming item is supplied
9	Originator site	Location of the request for deviation originator
10	Item designation	Identification of the nonconforming item per name and number, according to its configuration item data list
11	Affected item(s)	Identification of the CI(s) (number and name) affected by the deviation
12	Effectivity	Effectivity of the deviation by model or serial number
13	Affected document(s)	Identification of the document(s) to which the item does not conform (document number and issue, paragraph or requirement id)
14	Short description	Title or short description of the request for deviation
15	Detailed description	Description of the deviation from the relevant requirement or design feature
16	Reason for request	Reason why the proposed deviation can be accepted (rationale)
17	Adverse effects	Item characteristics affected by the deviation
18	Approval	Decision, names, date and signatures of the relevant authorities

ANNEX D – REQUEST FOR WAIVER TEMPLATE

Id	Data	Description
1	Organization	Identification of the request for waiver originating organization
2	Number	Unique identification and register number
3	Issue	Issue status of the request for waiver
4	Date	Issue date of the request for waiver
5	Project	Project under which the nonconforming item is supplied
6	Business agreement	Business agreement identification under which the nonconforming item is supplied
7	Order	Order number under which the nonconforming item is supplied
8	Originator site	Location of the request for waiver originator
9	Item designation	Identification of the nonconforming item per name and number, according to its configuration item data list
10	Affected item(s)	Identification of the CI (number and name) affected by the waiver
11	Effectivity	Model or serial number (or batch / lot number) of the nonconforming item(s)
12	Affected document	Identification of the document(s) (number and issue, paragraph or design data) to which the item does not conform
13	Short description	Title or short description of the request for waiver (consistent with the title of the related nonconformance report)
14	Detailed description	Description of the nonconformity, supported by sketches and attachments as appropriate
15	Reason for request	Reason why the proposed nonconformity can be accepted (Rationale)
16	NCR	Identification number of the nonconformance report related to the request for waiver
17	NRB	Identification of the minutes of meeting of the nonconformance review board which decided to raise the request for waiver
18	Adverse effects	Item characteristics affected by the nonconformity
19	Limitation of use	Regarding the intended use
20	Classification	Major or minor as per the classification criteria
21	Approval	Decision, name, date and signature of the relevant authorities