* This form should be completed and approved prior to delivery of parts.
* Please fill in the fields in blue below (grey fields are Reaction Engines only), and send to email address **QA@reactionengines.co.uk**
* If approved, Reaction Engines will send the completed form to the Requester Email given below, with the reference number above filled in, and the Supplier must quote this reference on Certificate of Conformance paperwork.
* Note that this form is applicable for Waivers and Concessions on hardware, software, requirements, documents and purchase orders.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name: |  | | Date Raised: | | | XX/XX/20XX | |
| Requester Name and Job Title: |  | | | | | | |
| Requester Email & Phone: |  | | | | | | |
| Reaction Engines PO No: |  | | | | | | |
| PO Line Item Affected: |  | | | | | | |
| Drawing Number & Revision: |  | | | | | | |
| Reference ECRs and NCRs if applicable: |  | | | | | | |
| Request Type (tick box as required) | **Waiver**  (i.e. One off change at Contract Review) (RFW) | | | **Concession**  (i.e. One off change after manufacture) (RFC) | | | |
| Describe the proposed change with relevant details (including limitations or restrictions). | | | | | | | |
|  | | | | | | | |
| Why is the change necessary? | | | | | | | |
|  | | | | | | | |
| Other components, processes or interfaces affected | | | | | | | |
|  | | | | | | | |
| Who else needs to know? e.g., Design Engineer, Supplier, QA, QC, Supply Chain, Project Managers, Technical Leads, specific teams, Customers etc. | | | | | | | |
|  | | | | | | | |
| Limitations or restrictions that apply to Waiver/Concession (e.g. time limit, quantity etc). | | | | | | | |
|  | | | | | | | |
| Drawing change required for this, or similar, parts? | | | | | | | |
|  | | | | | | | |
| **RFW/RFD Closed:** | **Name:** | **Approved:** | | | **Rejected:** | | **Date:** |
| **RE Engineering** |  |  | | |  | |  |
| **RE Product Assurance** |  |  | | |  | |  |
| **RE Manufacturing** |  |  | | |  | |  |
| **RE Project Manager** |  |  | | |  | |  |

(N.B. change signatures as required, delete signature boxes if not required. Suppliers approve via email, please attach details below).