

# Production Permit / Concession / Waiver / Notification Procedure



**BMS-SOPS-011**

Issue: 6

**Ultra PCS**

**Quality Assurance & Compliance**

☒ Cambridge

☐ Manhattan (Kansas)

☒ Cheltenham

Owner: **Head of Quality Compliance**

BMS Change Number: BMS124-25

Date: July 2025

## Amendment record sheet

Issue	Summary description of change	BMS change form	Date
1	Initial Issue		3rd December 2012
2	Clarification added Para 4.2 bullet 1 "that have been classified as MAJOR" removed. Para 5.3.2. Re-worded for additional clarification Para 5.5 Re-worded for additional clarification		11th December 2012
3	New para added to the end of Para 5.3.2 to include an explanation of New box 20, "Customer Acknowledgement of Notification" Page 1 Document Title and document footer brought into line. (Concession / Waiver / Notification Form BMS-FORM-005 raised to Issue 2 to include new section 20 and updated header in line with this change). Para 5.4 Clarification added "For engineering, this shall also be a Design Engineer/Engineer who is a member of the relevant design domain"		28th January 2013
4	Any reference to "PALS" or "Air & Land" changed to "PCS" or "Control"		21/03/2017
5	Completely updated to capture revised Production Permit and Concession form and use of Teamcenter. Format and logo changed to Ultra PCS identity.	BMS759-22	Dec 2023
6	4. 1 updated to add additional responsibilities for QA 4.4 updated to clarify the responsibilities of the Inspectors 4.5 - Added to detail the Responsibilities of the Originator 5.4 Updated to be clearer on the checks being undertaken during the Quality sign off	BMS124-25	July 2025



## Table of contents

1	Scope	4
2	Purpose	4
3	Definitions	4
3.1	Non-Conformance	4
3.2	Concession/Waiver	4
3.2.1	Major Concession/Waiver	4
3.2.2	Minor Concession/Waiver	4
3.2.3	Minor Other Concession/Waiver	5
3.3	Delegated Authority	5
3.4	Airworthy	5
3.5	Article	5
3.6	Authority	5
3.7	Human Factors	5
3.8	Originator	6
4	Responsibilities	6
4.1	Quality Department	6
4.2	Engineering Department	6
4.3	Purchasing Department	6
4.4	Inspection	6
4.5	Originator	7
5	Concessions/Waivers	8
5.1	Section 1 - Raise Nonconformance and Initial Assessment	8
5.2	Section 2 – Technical Disposition / Approval	10
5.3	Appendix A – Design Organisation Approval – Used for Airworthiness Approval Only	12
5.4	Quality Approval	12
5.5	Supporting Information	14
6	Completion	14



## 1 Scope

This procedure details the process to be followed to control the raising, submitting, authorising, and issuing of production permit / concession / waiver applications.

## 2 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. Ultra's PLM system will be used to maintain a centralised Database of all relevant information taken from the Application Forms for analysis. As detailed in BMS-SOPS-006, All material awaiting production permit/concession will be quarantined until an approved production permit/concession is received.

Production permits/concessions shall only be used in the event of a non-conformance of a nature that does not affect the safety, form, fit or function of the equipment. Where necessary the OAW (Office of AirWorthiness) will determine if this is applicable.

## 3 Definitions

### 3.1 Non-Conformance

All item(s) that do not conform in every respect to, the drawing, specification, or purchase order, this includes product returned from the customer.

### 3.2 Concession/Waiver

Written authorisation to accept or release a product that does not conform to the specified requirements.

A Concession/waiver can also apply to production/realisation for a planned deviation. This process was known as a Production Permit. MOD does not accept production permits, Airbus require EDES.

For the ease of reading the rest of the document where permit / concession / wavier is used the terms can be used interchangeably.

#### 3.2.1 Major Concession/Waiver

Is any deficiency that could adversely affect airworthiness, safety, interchangeability, maintenance, strength, life, reliability or functioning of the item, or when cost to the customer or the agreed delivery date with the customer is likely to be affected, or when a departure is readily apparent and might cause concern to the user.

#### 3.2.2 Minor Concession/Waiver

Are defined, as all other departures from specification, which cannot be classed, as Major.



### 3.2.3 Minor Other Concession/Waiver

Other changes are deemed those changes to design data which neither fall into the category of Major or Minor. These generally are associated to administrative changes which can be classed as Clerical.

### 3.3 Delegated 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), Ultra PCS 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 PCS 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 (21.A.133). For clarification, please refer to a member of the Quality Department.

Check customer delegation documentation to see if delegated authority has been granted. When required the Design Organisation reviews all non-conformances and proposals for approved deviation. If acceptable the Design Organisation may authorise the deviation. Where necessary this data is provided to the customer for final Major/Minor decision and continued airworthiness authorisation.

### 3.4 Airworthy

State of an article conforming to its type design and being in a condition for safe operation.

### 3.5 Article

Material, part, component, assembly, appliance, propeller, aircraft engine, airframe, or aircraft which is listed by the design organisation as eligible for installation in product or included in the design data approved by the authority.

### 3.6 Authority

The aviation authority having jurisdiction over the manufacturer, aircraft owner / operator, or maintenance organisation, the authority could be civil or military.

### 3.7 Human Factors

The study of human behaviour (physically and psychologically) in relation to environments, products or services and the potential effect on safety. Recognition that personnel performing tasks are effected by physical fitness, physiological characteristics, personality, stress, fatigue, distractions, communications and attitude in order to ensure a safe interface between the personnel and other environmental elements such as, other personnel, equipment, facilities, organisations, procedures and data.



## 3.8 Originator

The individual identifying the need for concession/ waiver.

## 4 Responsibilities

### 4.1 Quality Department

Are responsible for the following:

- In conjunction with the Engineering Department for the authorising of concession/ waiver application by completing the Quality approval section
- Where specified by contract, completion of concession/waiver applications in Customer's format, together with the submission of a covering letter or email to the Customer's Quality Department requesting authorization through the mechanism described in the applicable Quality Plan
- Check the PDF for legibility
- The detail of the concession/production permit is correct
- The limitation of the concession is defined
- Process has been followed
- Manage distribution list once the concession has been released ensuring the concession is communicated to the relevant Production or Supplier organisation
- Ensure controls to manage the validity of the concession are detailed within the concession and action owners for the controls defined
- Verify the actions to prevent the concession recurring are detailed within the concession and align with the extent of the concession coverage

### 4.2 Engineering Department

Are responsible for the following:

- The authorisation or rejection of all concession/waiver applications.
- Compilation of Section 2 – Technical Disposition
- Determine if Appendix A – Design Organisation approval is required.

### 4.3 Purchasing Department

Are responsible for originating all supplier applications requests for concession/waiver in Teamcenter.

Are responsible sending released concessions to the supplier.

### 4.4 Inspection

Are responsible for the following:

Are responsible for confirming that relevant information detailed on approved concession/ waivers is correct for both delivered product, and or product ready for release. Ensuring the concession paperwork is attached and detailed within the retained documentation as described within the concession.



## 4.5 Originator

Are responsible for the following:

- Ensuring the content of the concession clearly describes the Part Numbers and Parts affected including the batches, orders and serial numbers where applicable.
- Sufficiently details the requirement and proposed deviation, including any supporting information or evidence



## 5 Concessions/Waivers

### 5.1 Section 1 - Raise Nonconformance and Initial Assessment

Section 1 - Raise Nonconformance and Initial Assessment			
<b>1a Originator</b> - First and last name of the originator of this form.			
Name:			
<b>1b Department</b> - The originator's department.		<b>1c Date</b> - Creation date.	
Select your department from dropdown...		15-MAY-23	
<b>1d Supplier Name</b> - The supplier to who the production permit or concession applies, (If supplier is applicable).			
Supplier Name:			
<b>1e Type - Production Permit</b> - request for design organisation acceptance of PRIOR to manufacture deviation from the design data - These must be planned via a Permit. MOD does not accept production permits, Airbus require EDES. <b>Concession</b> - request for design organisation acceptance of POST manufacture deviation from the design data - These cannot be planned - One off event - FRACAS process tracking - not necessary change.			
Production Permit	<input type="checkbox"/>	Concession	<input type="checkbox"/>
<b>1f QA Approval Required Only</b> - Select Yes if approval level QA only (note: When section 2 and Appendix A are not applicable). If Yes, complete Section 1 and Quality Approval only.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>1g Where Used</b> - Enter applicable top level part number(s) and serial numbers(s) of:			
General assy part number:	General assembly p/n here...	Serial Number(s):	Serial No.(s) here ...
Sub-assy part number:	Sub-assembly p/n here...	Serial Number(s):	Serial No.(s) here ...
Qty/Revision:	Enter relevant information here...	Expiry date:	17/01/2023
P/O or W/O No:	Order no...	Mod Standard:	Enter here...
<b>1h What is Required</b> - What does the drawing/dataset say the product/process should be?			
<b>1i What is the Proposed Deviation</b> - Provide details of what is being requested instead and why? (ie what is the nonconformance and ie what is the alternative method of ... is to be used because of ....)			
Proposed deviation...			
<b>1j Product Lifecycle Phase</b> - Select stage of product lifecycle from the drop-down options.			
Application phase...			
<b>1k Reason for application</b> (double click the appropriate check box to set checking options)			





Supplier <input type="checkbox"/>	Workmanship <input type="checkbox"/>	Process <input type="checkbox"/>	Design <input type="checkbox"/>	Test Design <input type="checkbox"/>	Obsolete <input type="checkbox"/>	Lead-time <input type="checkbox"/>	Other <input type="checkbox"/>
--------------------------------------	---	-------------------------------------	------------------------------------	---	--------------------------------------	---------------------------------------	-----------------------------------

## Clarification of Form terms

Originator or Purchasing acting on behalf of the supplier to complete Section 1 by completing the following boxes:

**1a Originator** – Enter the first and last name of the originator of the production permit or concession.

**1b & 1c Department & Date** – Enter the department (or Value stream) the originator works within and the date the production permit or concession was created on.

**1d Supplier Name** - The supplier to who the production permit or concession applies, (If supplier is applicable).

**1e Type** – Tick the applicable box for either production permit or concession.

**1f QA Approval Required Only** - Select Yes if approval level is QA only.

**1g Where Used** – Enter the applicable top level part number(s), Serial Number(s), Sub assemble part number(s), QTY/Revision, Expiry date, PO or WO number and MOD standard (if applicable).

**1h What is Required** – Enter a description of what the drawing/dataset say the product/process should be.

**1i What is the Proposed Deviation** - Provide details of what is being requested as an alternative.

**1j Product Lifecycle Phase** - Select stage of product lifecycle from the drop-down options.

**1k Reason for Application** – Select one or more.

**NOTE:** Any supporting evidence embedded into supporting evidence will need to be extracted and copied to the supporting evidence section within the PLM record. Where supporting evidence is included, not as embedded files, but as visuals on the document can remain as these can be read after pdf conversion.

The form will be submitted to the workflow, moving it to the Engineering team to complete Section 2.



## 5.2 Section 2 – Technical Disposition / Approval

Section 2 – Technical Disposition/Approval			
<b>2a Impact Evaluation</b>			
The Technical Lead shall review requirements for impact. Where affected the decision must be supported by analysis or evidence.			
Requirement	Acceptable Yes No		Supporting Data Reference/Comment See also Supporting Information section
Fit / Form / Function (declare the Fit/Form/Function affected in comments)	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Specification (eg Maintainability, Mass, Electrical ICY, Type Testing, Qualification, Life)	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical Interchangeability	<input type="checkbox"/>	<input type="checkbox"/>	
Software functionality	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Publications and User Training	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical/EMI/EMC	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic Component / Circuit Design	<input type="checkbox"/>	<input type="checkbox"/>	
Reliability Data/ Predictions	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2b Safety Acceptability</b> - Safety comments/applicability and acceptability statement (N/A where not applicable).			
Safety disposition comments here...			
Acceptable	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Safety Specialist signature:			
<b>2c Customer Approval Requirement</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Customer Approval reference:			
<b>2d Technical Lead Disposition</b> - Functional/System/Technical Impact assessment			
Enter relevant information here...			
Acceptable	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Classification (Refer to Annex A for all Airworthiness Disposition)			
Select classification			
Comments:			
<b>2e Post Deviation Corrective Action</b> - Define who is responsible for the actions(s).			
Technical Lead signature:			



## Clarification of Form terms

**2a Impact Evaluation** - The Technical Lead shall review the impact of the proposed deviation and where the change affects any of the options in the table within 2a the decision must be supported by analysis or evidence.

**2b Safety Acceptability** – Enter the safety comments/applicability and select if the change is acceptable or rejected on safety grounds. Also, a safety specialist must sign this section. Enter N/A where safety acceptability is not required.

**2c Customer Approval Requirement** – Select is the concession or production permit requires customer approval and enter the customer approval reference here once known.

**2d Technical Lead Disposition** – A technical lead must enter relevant information regarding their disposition and select if the proposed deviation is acceptable or rejected. They must then classify the concession or production permit from the dropdown box. Add any comments and sign for the disposition.

**2e Post Deviation Corrective Action** - Define who is responsible for the action(s) once the deviation has been implemented.

Once all sections have been completed. The form is to be loaded into PLM system (Teamcenter) under the Concession changes workflow. Guidance work instructions on who to do this are available on the BMS.

The unique concession number will be auto generated from the PLM system upon crating of the concession, and this is to be inserted into the box on the top of the concession form.

NOTE: A technical lead is considered to be those holding the job titles of Senior Engineering Manager, Senior Technical Authority, Safety Engineering Manager, Chief Engineer, Technical Specialist, Safety Critical Systems Director, VP Engineering and Programmes, Head of Rapid Technology, VP product Sustainment, Head of In Service Engineering, In Service Engineering Manager.



## 5.3 Appendix A – Design Organisation Approval – Used for Airworthiness Approval Only

Appendix A – Design Organisation Approval – Used for Airworthiness Approval Only									
<b>A1 Assessment Category</b> - Identify the required assessment category or categories.									
<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Hardware	<input type="checkbox"/>	Software	<input type="checkbox"/>	Systems	<input type="checkbox"/>	Other
<b>A2 DOA Classification</b> – Identify the required classification.									
<input type="checkbox"/>	Major	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Minor other				
<b>A3 DOA Comments</b> -									
DOA signature:									

**A1 Assessment Category** - Identify the required assessment category or categories.

**A2 DOA Classification** – Identify the required classification.

**A3 DOA Comments and Signature** – The DOA must shall add any comments regarding their approval and sign the DOA box at the end or Appendix A.

## 5.4 Quality Approval

Quality Approval – Required to assure all processes have been completed			
Quality Assurance or Quality Compliance review of the Production Permit or Concession to ensure that it has been fully completed in order to release it as approved.			
Comments:			
Quality signature:			
<b>Endorsements</b> – Select if the Route Card and/or Supplier release certificates needs to be identified with this production permit or concession number.			
Route Card Yes	<input type="checkbox"/>	Supplier Release Certificate Yes	<input type="checkbox"/>

Quality Assurance or Quality Compliance review of the Production Permit or Concession to ensure that it has been fully completed to release it as approved.

This should include checking to ensure the part details within section 1 are clear and allow the parts impacted by the concession to be readily identified.

Customer specific actions are identified and should approval or notification be required support or undertake the appropriate actions for the concession to be embodied.

Determine whether the actions detailed to prevent a repeat application of the concession are clearly described and action owners established.



The Quality representative then add their comments and sign the form.

Check the box or boxes of the documentation that you wish for the Concession number to be endorsed on.



## 5.5 Supporting Information

**Supporting Information** – Please insert or attach supporting information including digital images, graphs, etc, below or after this section which can be expanded as needed

Insert or attach supporting information including digital images, graphs, etc, below or after this section which can be expanded as needed. If supporting evidence has been embedded as a file, it will need to be extracted prior the concession being entered into Teamcenter.

## 6 Completion

Completed and approved concession shall be stamped RELEASED by the Teamcenter software and stored with the PLM system.

**NOTE: A concession is not to be considered approved unless all signatures and the RELEASED banner are present on the pdf copy.**

Copies of the completed form can be sent via Teamcenter to a distribution list created with PLM system or a pdf copy taken and emailed to the relevant stakeholders.

\*\*\* End of document \*\*\*

