

James Walker	Purchasing Concessions	Date: Sep 20, 2024	Rev: 3	Page: Page 1 of 1	Document No: OPI 130 Approved by: UK Procurement Manager
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**REASON FOR UPDATE:** Reformatting of Document  
Annual update

**ASSOCIATED DOCUMENTS:** FMP Ref: FMP 23 QPD Ref: QPD 49

## 1. PURPOSE

1.1 To provide a procedure for purchased product concessions.

## 2. SCOPE

2.1 This document applies to all those involved in purchased product concessions.

## 3. RESPONSIBILITY

3.1 The UK Procurement Manager is responsible for updating and communicating the details within this procedure.

## 4. PROCEDURE

When a non-conformance exists with a purchased product, and a concession is required, the following steps are to be followed:

- Supplier notifies James Walker Purchasing and/ or quality department of non-conformity. Where a concession request is applicable, the concession request can be completed on the supplier concession form, or, using James Walkers F029b - Concession Request Form.
- Purchasing liaise with quality department to obtain purchasing concession number.
- Quality department liaise with technical department, completing all sections of the concession form.
- Purchasing concession request accepted or rejected by Quality & technical department, in accordance to QPD 06 – approval authorities JWC.
- Purchasing concession form saved by quality department.
- Copy of completed Purchasing concession form sent back to supplier.

The supplier shall notify James Walker Purchasing Department in writing, as soon as they become aware of product not conforming to the purchasing specification/ purchase order requirements.

The request must be made and approved by the supplier, prior to the shipping of any non-conforming product.

## 5. RECORD RETENTION

On completion of the purchasing concession process, Irrespective of the outcome (Accept/Reject), the concession request form is signed and returned to the originator. A copy of the purchasing concession form will be saved by the quality department.