

[organization name]

Appendix 5 – Deviation Request and Approval Form

Project:

Workshop/ Line:

Internal number:		Issue date:	
Title: _____			
Ref No:	Ref No:	Ref No:	Ref No:
Description of Deviation		Deviation documented by:	
...		_____	
		Job: _____	
		Name: _____	

		Date: _____	
		_____ / _____	
		_____ / _____	

Commented [16A1]: According your documented information control system.

Commented [16A2]: Operation which creates deviation according flow chart.

Commented [16A3]: Add here pictures/sketches/explanations diagrams.

[organization name]

[organization name]	
...	
Solution proposed to customer	
...	
[Yes/No]	Remarks:
Engineering / Quality	
Name / Signature / Date:	/ /
CUSTOMER DECISION	
1.	
2.	
3.	

Commented [16A4]: Perform at least a 5WHY analysis in order to properly document the cause.

Commented [AT5]: Document here proposed solution, for example rework in customer site.

Commented [16A6]: Adapt to your organization – for each department/job add a new row.

Commented [16A7]: Section to be completed by customer.

Commented [16A8]: Mark by using "X" if accepted.

Commented [16A9]: Mark by using "X" if rejected.

Commented [AT10]: Insert rows as applicable for you – according to the number of communication channels established between organization and customer.