# Request for special release of purchased parts before receipt of goods

|  |  |  |  |
| --- | --- | --- | --- |
| To be completed by applicant | Supplier (name, address) | Click or tap here to enter text. | |
| B&R part number | Click or tap here to enter text. | |
| Part description | Click or tap here to enter text. | |
| Delivery note / Order number / Pos. | Click or tap here to enter text. | |
| Quantity / period / earliest delivery of faultless goods | Click or tap here to enter text. | |
| **Description of deviation** | | |
| Problem description (target/actual comparison)  Click or tap here to enter text. | | |
| Description of the cause of the problem  Click or tap here to enter text. | | |
| Initiated immediate measures  Click or tap here to enter text. | | |
| Click or tap here to enter text.  Responsible | | Click or tap here to enter text.  Effective from |
| Corrective measures  Click or tap here to enter text. | | |
| Click or tap here to enter text.  Responsible | | Click or tap here to enter text.  Effective from |
| Assessment of risk and usability  Click or tap here to enter text. | | |
| Information about the applicant | | |
| Click or tap here to enter text.  Name | | Click or tap here to enter text.  Position |

**Attachments:**

|  |
| --- |
| Click or tap here to enter text. |

*Complete and send to:* [*quality.control@br-automation.com*](mailto:quality.control@br-automation.com)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To be completed by B&R | **Release decision** | | | | |
| **Evaluation authority** | **Name** | | **Date** | **Decision** |
| Quality / Supplier Quality | Click or tap here to enter text. | | Click or tap here to enter text.. | Selected decision |
| Signature |  | | | |
| **Conditions** | | | | |
| Click or tap here to enter text. | | | | |
| **Internal references** | | | | |
| Problem report | | Claim(s) | Other | |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | |

Granting of a special release is decided primarily on the basis of potential risks to product quality on the part of B&R. The evaluation of a special release is made by the customer only if the customer can not comply with delivery obligations due to rejection the subject of the contract. Special releases will only be granted if doing so would avert significant economic damage in the sense of harm reduction.

The decision on a special release is communicated to the supplier and B&R's internal units by the Quality department. The supplier undertakes to reimburse the expenses incurred as a result of processing the special release, regardless of whether a special release is granted or not. B&R reserves the right to invoice expenses incurred through Global Sourcing.

**In the case of a special release, the deliveries, containers and, if possible, affected parts must be clearly marked. The marking must be removeable.**

**A copy of the signed special release form must also be attached to the delivery documents.**