

Section A: Request (to be completed by the applicant and submitted to SEPA)

Applicant details							
Name		Company		Non-conformance ref. no.		Date of request	

Details of non-conformance (including unique identifiers of sample(s) affected)

NOTE: Non-conformance details may be attached in pdf format where this can be directly exported from the quality management system. A list of affected unique identifiers may be attached in Excel format.

Concession request

NOTE: Details of the concession request **must** be typed into the text box below.

Please email completed forms to: operator.monitoring@sepa.org.uk; with the subject line “**MACS Operator Concession Request**”.

Section B: Admin. details (FOR SEPA INTERNAL USE ONLY)

Request information	Date of receipt	Assessment completed	Applicant notified	Notification date
QMS information	Concession logged	Date	By	CA/PA ref. no.
LIMS information	CA/PA assigned	Sample results	Date	By