



1.0 Purpose

- 1.1 This procedure describes the process for controlling the purchasing process at *Your Company* to ensure that purchased product conforms to requirements.

2.0 Responsibilities

- 2.1 The purchasing manager is responsible for ensuring that suppliers are evaluated before they supply materials.
- 2.2 Purchasing staff is responsible for maintaining records of evaluation in the supplier files.
- 2.3 The purchasing manager and management are responsible for performing periodic evaluation of suppliers.
- 2.4 Purchasing staff is responsible for documenting supplier product or service quality problems.
- 2.5 Receiving staff is responsible for initiating verification of purchased product.
- 2.6 The *(Insert Title)* is responsible for maintenance of this procedure and all related work instructions and forms.

3.0 Definitions

- 3.1 None

4.0 Equipment/Software

- 4.1 No additional equipment or software required.

5.0 Instructions

- 5.1 When purchased material has an impact on product or service quality the suppliers of the material are evaluated and selected based on their ability to supply product that meets requirements.
- 5.2 Subcontractors are selected by one of the following methods: *Use the methods listed that are appropriate for your company, delete the others, add methods specific for your company. If you have material that varies in its impact on quality you may want to set up categories, the higher the impact the more comprehensive the method. You may need to combine more than one method, for example an audit and samples for inspection and test.*

5.2.1 The supplier is ISO 9000 registered.

- a) Purchasing reviews and maintains a copy of their certificate and



quality manual on file.

- 5.2.2 The supplier provides graded or classed material, and provides Certificate of Analysis with the material or item.
- 5.2.3 Samples of the material or items are provided for inspection and test, with satisfactory results.
 - a) The requisitioner documents the sample size required and the inspection and test to be performed on the purchasing documents.
 - b) Completed inspection and test records show the criteria for acceptance and the actual results. If they are acceptable, the requisitioner sends them to purchasing to be kept in the suppliers file.
- 5.2.4 An audit of the supplier confirms that required elements of a quality management system are in place.
 - a) The *purchasing manager* assigns an individual or team to perform the audit.
 - b) The purchasing manager reviews the completed audit checklist, and determines if the supplier meets requirements.
 - c) If the supplier meets requirements, the purchasing manager will indicate acceptance on the audit checklist, and keep the checklist in the suppliers file.
 - d) The approved supplier is added to the Approved Supplier List which includes the scope of approval (e.g. specific part numbers or services that a particular supplier can provide,), F-740-02.
- 5.2.5 Records of the results of evaluation are documented on or attached to a Supplier Quality Report.
- 5.2.6 Purchasing places a trial order.
 - a) Purchasing orders the material or item, and the requisitioner uses the material, and measures the results.
 - b) If the results are not acceptable, the product that it was used for is controlled according to the control of nonconforming product procedure.
 - c) If the results are acceptable, they are documented and kept in the supplier's file.

(Note: all suppliers that have been grandfathered in as approved suppliers will have the notation "grandfathered" and will be formally evaluated within one year of said notation.)

5.3 Purchasing and management perform periodic evaluation of suppliers based on



their performance against criteria. Records of these reviews will be used to determine the level of control to be imposed upon the supplier. Criteria includes:

- a) Meeting specifications
- b) On time delivery
- c) Correct quantity
- d) Quality and condition
- e) Competitive pricing
- f) Timely response to Corrective Action Requests

5.3.1 When a product or service provided does not meet the requirements of the order, purchasing writes a Corrective Action Request, F-952-02 (CAR).

- a) A copy of the CAR is put in the Supplier Nonconformance file.
- b) Purchasing sends a copy of the CAR to the supplier for root cause analysis and follow-up.
- c) All follow-up information received from the supplier will be attached to the original CAR form and be utilized to determine actions to be taken when suppliers do not meet requirements.

5.3.2 Purchasing prepares a summary of the supplier nonconformance file for management review.

- a) For each supplier that had one or more nonconformances, purchasing will summarize the number and type of nonconformances, the total number of orders for the time period, and any follow-up information or action that was taken on the nonconformances.
- b) After preparing the summary, purchasing will file the nonconformances and related information in the individual supplier files.
- c) Management will review the summary at management review, following the Management Review Procedure.

5.4 Purchasing documents contain:

- a) The name/product description or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant technical data (e.g., revision level),
- b) requirements relative to supplier notification to organization of nonconforming product,
- c) requirements for the supplier to notify the organization of



changes in product definition,

- d) right of access by the organization, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records, and
- e) requirements for a certificate of conformity, test reports, and/or airworthiness approval from the approved manufacturer or approved repair station
- f) Quantity
- g) Required delivery date,
- h) Any specific quality requirements such as approval or qualifications
- i) Quality management system requirements
- j) Any or all of the following documentation based upon customer requirements:
 - 1) Certificate of Conformance (Compliance)
 - 2) Certificate of Test
 - 3) Certificate of Analysis
 - 4) Certificate of Inspection with data
 - 5) Certificate of Authenticity / Approval
 - 6) Airworthiness Certificates
- k) Signature and date indicating review and approval of purchase order

- 5.4.1 To order a supply or service, an employee completes a purchase order or purchase requisition, and submits it to the department manager for approval.
- 5.4.2 The *department manager* signs the Purchase Order or Purchase Request to indicate approval, and sends it to purchasing.
- 5.4.3 Purchasing reviews the information to make sure it is complete, and reviews the Approved Supplier List to make sure the specified supplier has been evaluated and accepted.
- 5.5 Purchased product is verified before use. Receiving checks the order against purchasing documents to verify the identification, quantity and condition of the items in the order.
 - 5.5.1 Receiving initials the receiving documents to indicate acceptance.
- 5.6 Items that require incoming inspection, including those products purchased from customer designated sources, are identified on the Measuring and Monitoring Table (f-824-01A). Receiving sends these items to *inspection and test, QC, or*



the department for incoming inspection.

5.6.1 The verification method is specified on the Measuring and Monitoring Table. Verification methods include:

- a) Inspection of an order or a sample of the order,
- b) Review and approval of documentation per paragraph 5.4 j,
- c) Verification that counterfeit or unapproved products have not been received

5.6.2 Records are maintained according to the Measuring and Monitoring Table. (F-824-01)

5.7 If verification is to be performed at the suppliers' premises the verification arrangements and method of product release will be documented on the purchasing documents.

6.0 Forms and Records

- 6.1 F-740-01 Supplier Quality Reports
- 6.2 F-740-02 Approved Supplier List
- 6.3 F-740-03 Supplier Self Survey
- 6.4 F-740-04 Supplier Approval Form
- 6.5 F-852-01 Corrective Action Request

7.0 Attachments

- 7.1 None

8.0 Related Documents

- 8.1 Quality Manual

9.0 References

- 9.1 None