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## **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.

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## **2.0 Responsibilities**

- 2.1 *The purchasing manager is responsible for ensuring that suppliers are evaluated and approved before they supply materials.*
- 2.2 *The purchasing manager is responsible for disapproving the use of sources as appropriate.*
- 2.3 when selecting and using suppliers.
- 2.4 *The purchasing manager* is responsible for measures to prevent the purchase of counterfeit or unapproved product.
- 2.5 *Purchasing staff is responsible for documenting supplier product or service quality problems.*
- 2.6 *Receiving staff is responsible for initiating verification of purchased product.*

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## **3.0 Definitions**

- 3.1 None

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## **4.0 Equipment/Software**

- 4.1 No additional equipment or software required.

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## **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. *Your Company* is responsible for the quality of all products purchased, including those from customer designated sources.
- 5.2 *Your Company* and all suppliers use customer approved special process sources when such sources are required in the process specification or purchase order.
- 5.2.1 The customer designates processes that it deems to be special processes and provides a list of authorized organizations to perform the process.
- 5.2.2 *Your Company* selects a source from the approved list.
- 5.3 Purchasing maintains a register of approved suppliers. The register includes the



- scope of the approval.
- 5.4 Purchasing determines the appropriate method for approving each supplier. Suppliers are approved and added to the register. Suppliers 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.*
- 5.4.1 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.
- 5.5 Purchasing documents contain, where appropriate:
- a) Requirements for approval of product, procedures, processes and equipment.
  - b) Requirements for qualification of personnel
  - c) Quality Management System requirements
  - d) Identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data
  - e) Requirements for design, test, examination, inspection and related instructions for acceptance by *Your Company*.
  - f) order
- 5.5.2 To order a supply or service, an employee completes a *purchase order or purchase requisition, and submits it to the department manager for approval.*
- 5.5.3 The department manager signs the PO or PR to indicate approval, and sends it to purchasing.
- 5.5.4 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.



- 5.6 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.
- 5.6.1 Verification may include:
- a) Obtaining objective evidence of the quality of the product from suppliers through documentation, certificate of conformity, test reports etc.
- 5.6.2 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 Certificate of Analysis,
- 5.6.3 Records are maintained according to the Measuring and Monitoring Table.
- 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.
- 5.8 Where specified in the contract the customer or their representative is given the right to verify subcontracted product at the supplier's premises.
- 5.9 Verification by the customer is not used as evidence of effective control by the supplier. It does not change *Your Company* is responsible to provide acceptable product, and does not preclude subsequent rejection by the customer.

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**6.0 Forms and Records**

- 6.1 F-740-001 Supplier Quality Reports
- 6.2 F-740-002 Supplier Corrective Action Request
- 6.3 F-740-003 Approved Supplier List

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**7.0 Attachments**

- 7.1 None

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**8.0 Related Documents**

- 8.1 None

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**9.0 References**

- 9.1 None