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Purchasing

Purpose

This procedure specifies the requirements for suppliers of Insulation Supply Company and ensures they have the necessary facilities, technical expertise, and organization structure to meet contractual obligations

Scope

This procedure applies to suppliers of:

- materials (finished goods for resale);
- production or service parts;
- production services;
- calibration services;
- test services;
- transport and delivery.

The Purchasing Manager may also include suppliers of indirect materials, maintenance and repair supplies, and other services.

Definitions

Supplier Company or individual which provides our company with parts, materials or services. Major suppliers are designated by management as having significant potential impact on quality.

Supplier (ISO 9000:2000) Organization or person that provides a product.

Responsibilities

BUYER Insco Buyer or Purchasing Agent

PURCH MGR Purchasing Manager

SENIOR MGR Top level manager - VP or above.

Procedures

BUYER Develop Detailed Purchasing Descriptions

Develops a purchase order for each product ordered that clearly describes the product (7.4.2[1]) in terms of:

- Type, class, grade, or other identifying factor;
- Description and means of identification (7.5.3[1]);
- Requirements for approval (7.4.2[1]a[1]);
- Required processes, procedures or equipment (7.4.2[1]a[1]);
- Competence or qualification of personnel (7.4.2[1]b[1])
- Any special management system requirements (7.4.2[1]c[1]).

PURCH MGR (or DESIGNEE) Maintains Approved Supplier List

Maintains a list of acceptable suppliers and determines the desired level of control based on the potential effect upon the final product (7.4.1[2])(AS74.2[4]).

PURCH MGR (or SENIOR MANAGER) Review Purchase Orders

Reviews purchase orders and other purchasing documents before their release (7.4.2[2]).

BUYER Specify Verification of Product at Supplier Location

If requested by the customer or in cases where quality is in doubt, specifies how the purchased products will be verified at the supplier location and how acceptable products will be released (7.4.3[2]).

Revision Notes

- Changed "PURCH SUP" to "PURCH MGR"
- Removed "Tooling" from scope.