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Supplier Selection

Purpose

This procedure defines practices for identifying, selecting and reviewing suppliers.

Scope

This procedure applies to suppliers of:

- Materials;
- Finished goods for resale;
- Production services;
- Calibration services;
- Test services;

Definitions

Corrective Action Plan - Document specifying actions to be implemented for correcting a process or part quality issue, with responsibilities and target dates assigned.

Probationary – Suppliers with performance or certification issues. These are designated “Watch Performance Closely” on the Approved Supplier List.

Supplier - Organization or person that provides a product.

Responsibilities

ISR - Inside Sales Representative

BUYER - Buyer or Purchasing Agent

PURCH SUP/MGR - Purchasing Supervisor or Manager

QUAL MGR - Quality Manager

Procedures

1.) ISR Detail New Product Requirements

During the new product request from customer, documents detailed description, identifying numbers and/or nomenclature so we can accurately specify requirements for purchased items. Identifies any sources specified by customers. Forwards requirements information to buyer.

2.) BUYER Identify Potential Suppliers

Note: Printed versions of this document are uncontrolled. The published Web version (Internet or Intranet) is assumed to be current.

With input from ISR, identifies potential sources for purchased items. Reviews available performance information data (7.4.1[1], 7.4.1[3], 7.4.1[4]). Compiles initial list of potential suppliers based on expected performance and pricing.

3.) BUYER Issue RFQ

Issue Request for Quotation (RFQ) to each potential supplier, including a volume forecast and technical data on requirements and specifications (7.4.1[3], 7.4.1[4]).

4.) BUYER Review Quotations and Select Supplier

Reviews quotations and awards business to best fully conforming RFQ reply (7.4.1[3], 7.4.1[4]). May seek input from Sales, Quality, and Production on the experience or reputation of suppliers (7.4.1[3], 7.4.1[4]).

5.) PURCH SUP Review New Supplier Capabilities

When new suppliers not on current Approved List are awarded business, reviews supplier capability and performance (7.4.1[3], 7.4.1[4]). Review must include one or more of the following:

- a.) ISO 9001 Registration;
- b.) Supplier Self-Assessment to ISO 9001;
- c.) Supplier-furnished technical data, certifications or warranty;
- d.) Onsite review of supplier capabilities;
- e.) Compliance with customer accreditation requirements for laboratories.

6.) QUAL MGR Review Supplier Self-Assessment

Reviews Supplier Self-Assessment. If requested by the Purchasing Supervisor.

7.) PURCH SUP/MGR Gives Authorization to Add New Supplier to Approved List

New suppliers are placed on the Approved Supplier List and their status identified as one of the following:

- a.) Acceptable Supplier: satisfactory capability;
- b.) Probationary Supplier: acceptable on a short-term basis if needed. Purchasing Supervisor also has the authority to disapprove the use of sources (AS7.4.1[4]e[1]). Suppliers mandated by our customers are considered to be acceptable by default.

8.) PURCH SUP Notify Customer of Any Supplier Concerns

Advises appropriate customer personnel of any concerns about a customer-mandated supplier accepted on a probationary basis.

9.) BUYER Issue Purchase Order

Issues Purchase Order to selected supplier.

Related Procedure

QSP-7.4.101

Records

Purchase Order Worksheet PF-55 Retain For at least 7 years

Notes

- Changed format from Powerway to Word and saved as .pdf.
- Removed reference to purchase order form QF-38 from Records as it is no longer used.
- Removed tooling and transport suppliers from the scope.