

Procedure

Evaluation and Control of Suppliers P7.4.1

Rev. F

Approved By: Mike Orsini, Quality Manager

Date: 10/24/2002

Purpose: To document procedure for evaluating and controlling suppliers.

Scope: All suppliers that affect the quality system.

Authority: The Quality Manager has the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 7.4 Purchasing
- Supplier Quality Assurance Manual
- Quality Self Assessment Audit
- Inspection Layout Form (Q-1STP-XX)
- Approved Suppliers (P-AVL-XX)
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
06/13/96	Added control of suppliers to end of this procedure.	B	MO
12/10/96	Revised entirely	C	MO
02/09/99	Revised form numbers, revised paragraph 7, reviewed minimum of once per year.	D	MO
10/21/2002	Updated procedure to ISO 9001:2000 Requirements and Flowcharted	E	MO
7/21/03	Corrected statement from semi-annual review to annual review in paragraphs.	F	MO

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Quality Manager

At the printing of the Quality Assurance Manual all current suppliers are Grandfathered in as Approved Suppliers. However, no supplier except sole source suppliers are exempt from the requirements that are stated below for maintaining approved supplier status.

All grandfathered suppliers will have a skip lot number assigned based upon their past history and their impact on the final product.

Will review the supplier performance on a minimum annual basis. Any supplier can also be reviewed prior to this based on their current performance.

If at time the suppliers rejection rate falls below 90% acceptance rate, the supplier will be placed on probation and shall have 100 % of lots received inspected until they have three consecutive lots accepted. After successful supplying the three acceptable lots the supplier will be assigned a new skip lot number based upon performance and impact on the final product.

During the annual review of the supplier, such supplier can be removed from the Approved Supplier List (P-AVL-XX) if any of the following occur:

- * Has been placed on probation more than once in the past six months.
- * Failure to respond to Supplier Corrective Action Requests.
- * During Management Reviews it is the consensus of the members to remove the supplier form the Approved Supplier List.

End

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