## Procedure Supplier Quality Manual Control P4.2.3-4 Rev. F

**Approved By:** Mike Orsini, Quality Manager

**Purpose:** To control Supplier Quality Manual Documents

**Scope:** All Supplier Quality Manual Documents.

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

## **Reference Documents and Records**

Policy Element 4.2.3 Document control

• Policy Element 7.4 Purchasing

• Quality Records Procedure P4.2.4

## **Change History**

Date	Change	Rev	Ву
07/10/96	Corrected typos	В	MO
12/10/96	Clarified responsibility column.	С	MO
	Changed paragraph 1		
01/02/97	Q.M. must approve SQAM Para #1	D	MO
02/5/99	Revised paragraph 1, Deleted	Е	MO
	paragraph 2, Added president's		
	signature to signature.		
10/21/02	Updated procedure to ISO 9001:2000	F	MO
	and Flowcharted		

## Supplier Quality Manual Control P4.2.3-4 Rev F Executive **Quality Manager** Purchasing Managment When new suppliers are added to the Approved Vendors List and their materials will have an a high impact on the quality of the product the QM, or Purchasing Agent or VP shall send a copy of the Supplier Quality Manual to the vendor. Assigns responsibility to change or modify the Supplier Quality Manual documents. Only the Quality Manager, President, VP, and CFO may authorize Supplier Quality Manual document changes. After change is complete, reviews change, signs and dates the manual. Write a cover letter stating the change, sign and date the cover letter. Review all suppliers with copies of the SQAM to determine which suppliers should receive updated SQAM. (Typically, suppliers whose product is considered to greatly impact product quality will receive the updated SQAM). Make copies of the new document with the cover letter and mail or fax to suppliers. Letter to suppliers can also direct them to QCI website to view the SQAM and/or respond to supplier self audits. Keep old document, mark them as obsolete and file in the Supplier Quality Manual History File. Update Approved Suppliers List with new revision and note which suppliers currently have SQAM's. End