

Procedure

Evaluation and Control of Suppliers P7.4.1

Rev. G

Approved By: Mike Orsini, Quality Manager

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
9/27/08	Removed reference to skip lot inspection. Clarified receiving inspection.	G	CW

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Quality Manager

Suppliers in good standing prior to 5/16/03 have been Grandfathered as Approved Suppliers. No supplier except sole source suppliers are exempt from the requirements that are stated below for maintaining approved supplier status.

Shall review supplier performance for quality and delivery at least annually. 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 may go back to their normal receiving plan. This is at the discretion of Quality and or Management.

Suppliers under review may 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 from the Approved Supplier List.

End

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