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

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
<th>Rev</th>
<th>By</th>
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<tbody>
<tr>
<td>06/13/96</td>
<td>Added control of suppliers to end of this procedure.</td>
<td>B</td>
<td>MO</td>
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<tr>
<td>12/10/96</td>
<td>Revised entirely</td>
<td>C</td>
<td>MO</td>
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<tr>
<td>02/09/99</td>
<td>Revised form numbers, revised paragraph 7, reviewed minimum of once per year.</td>
<td>D</td>
<td>MO</td>
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<tr>
<td>10/21/2002</td>
<td>Updated procedure to ISO 9001:2000 Requirements and Flowcharted</td>
<td>E</td>
<td>MO</td>
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<tr>
<td>7/21/03</td>
<td>Corrected statement from semi-annual review to annual review in paragraphs.</td>
<td>F</td>
<td>MO</td>
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<tr>
<td>9/27/08</td>
<td>Removed reference to skip lot inspection. Clarified receiving inspection.</td>
<td>G</td>
<td>CW</td>
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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
Upon selection of new supplier, send the new vendor a Supplier Quality Assurance Manual & Quality Self Assessment audit.

Obtain pre-production samples on all new tooled products. Conduct first article inspection based upon print. Record all dimensions on the Inspection Layout Form (Q-1STP-XX). This step is not required for stock item products.

Suppliers are added to the Approved Supplier List based on the following:

* A) Successful completion of self assessment audit or on-site audit.
* B) One year of supplying product to QCI with no rejections or three successive acceptable lots received from the supplier.
* C) Suppliers can also be added to the approved supplier list if the supplier is ISO 9000 certified and supplies QCI with a copy of their current certificate.
* D) Some suppliers may be approved by passing all first article inspections of their sample submissions with subsequent acceptance of approved lots.
E) Suppliers can be approved by meeting at least two of the above listed criteria.

It is up to the discretion of the Quality Manager, Purchasing and or other members of management as to whether the Supplier and or product are assigned routine receiving or receiving inspection (Quality dept.). Receiving inspection requirements are noted within the Vantage system and or on the purchase order.