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

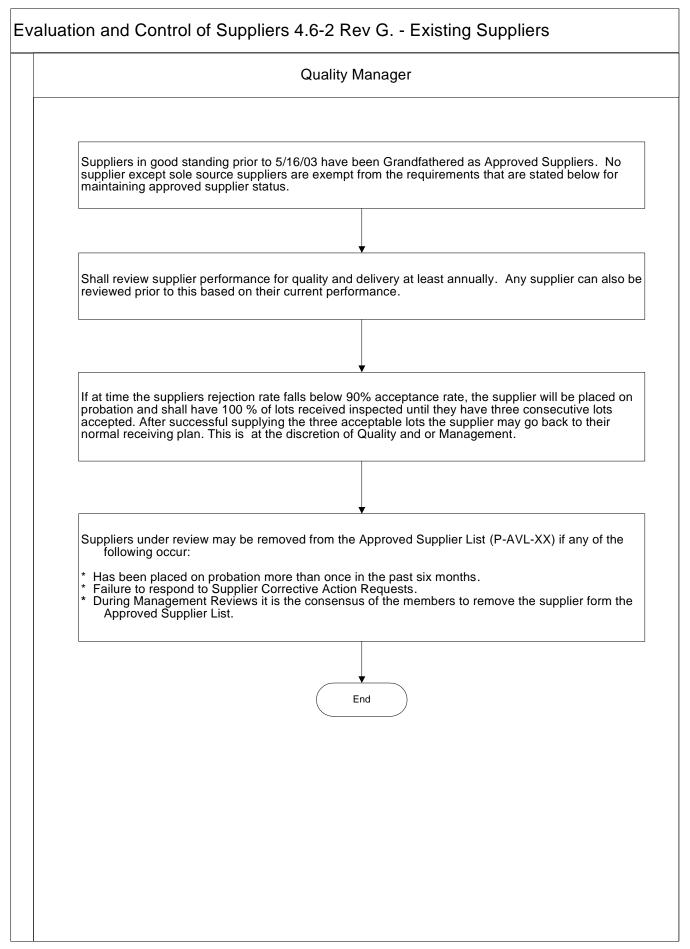
Inspection Layout Form (Q-1STP-XX)

Approved Suppliers (P-AVL-XX)

• Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	Ву
06/13/96	Added control of suppliers to end of this	В	MO
	procedure.		
12/10/96	Revised entirely	С	MO
02/09/99	Revised form numbers, revised paragraph	D	MO
	7, reviewed minimum of once per year.		
10/21/2002	Updated procedure to ISO 9001:2000	Е	MO
	Requirements and Flowcharted		
7/21/03	Corrected statement from semi-annual	F	MO
	review to annual review in paragraphs.		
9/27/08	Removed reference to skip lot inspection.	G	CW
	Clarified receiving inspection.		



Evaluation and Control of Suppliers P7.4.1 Rev G. - New Suppliers QA Tech or Management Quality Manager Engineering 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. 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. **END**