

Procedure Purchasing P7.4.2 Rev. F

Approved By: Mike Orsini, Quality Manager

Purpose: To describe the process for purchasing product or subcontracted services.

Scope: All purchased material and subcontracted work that directly affects quality.

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

Reference Documents and Records

- Policy Element 7.4 Purchasing
- Evaluation and Control of Suppliers Procedure P7.4.1
- Request for Purchase form (P-REQ- XX)
- Purchase Order (P-PO-XX)
- Work Instruction PUR001
- Material Handling P7.5.5-1
- Receiving Inspection P7.4.3
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
12/10/96	Revised entirely due to pre-assessment audit. Included work instructions and form #s	B	MO
09/30/97	Step 1 – last sentence remove “Stamp as in Control”	C	MO
9/21/99	Revised #4 - 9 To reflect current practices	D	GG
10/21/2002	Updated procedure to ISO 9001:2000 Requirements, added last process step for product verification and Flowcharted.	E	MO
10/9/03	Added use of email for obtaining product through purchasing.	F	MO

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