1. **PURPOSE**

To Identify the process and methods for the procurement of products or services to achieve conformity to product requirements, including supplier evaluation, selection, monitoring of performance, re-evaluation, and receiving inspection.

1. REQUIREMENTS

The President, Operations Manager and/or Admin – Purchasing have the authority to:

* Determine the approval/re-approval/disapproval status of suppliers
* Make changes to the approval status of suppliers
* Determine conditions for the controlled use of suppliers

Suppliers that do not meet requirements can be issued a Supplier Corrective Action, have an increased inspection plan put in place, or placed on temporary or permanent disapproved status at the discretion of the Quality Manager.

Controls for prevention of Counterfeit Parts are described in WI-11-01, Counterfeit Parts Control Plan.

1. PROCEDURE

The type and extent of Supplier Control applied is dependent upon their effect on the final product or service as follows:

|  |  |
| --- | --- |
| **Type and Extent of Supplier Control Applied** | **Method and Periodicity of Evaluation and Re-Evaluation** |
| Certified Suppliers, Distributors (i.e. ISO9001, AS9100, NADCAP etc.). Suppliers that affect product conformity  All products, certificates, and documentation are inspected for conformance upon receipt. | Verification of 3rd-party accreditation upon expiration  ***Or***  execution of QF-11-01, Supplier Evaluation every 3 years. |
| Commodity, Commercial-Off-The-Shelf items. | No evaluation or re-evaluation required. |
| Suppliers that do not affect product conformity. | No evaluation or re-evaluation required. |

The type and extent of control that our organization applies to outsourced processes is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Outsourced Process** | **Type of Control** | **Extent of Control** |
| Painting/Coating | Verify Certificate of Conformance | 100% |
| Plating |
| Heat Treat |
| Material Testing/Analysis | Verify Test Report | 100% |
| Manufacturing  (Machining, Grinding, etc.) | Verify Certificate of Conformance | 100% |
| Dimensional Inspection | As required by Planning |
| Calibration | Verify Calibration Record | 100% |
| QMS Maintenance & Audits | Verify Compliance to internal procedures upon acceptance | 100% |

*New Supplier Evaluation*

When it is necessary to add a new supplier, the President, Operations Manager and/or Admin – Purchasing will either verify 3rd-party accreditation (ISO9001, AS9100, AS9120, NADCAP, or other suitable accreditation) or submit a QF-11-01, Supplier Evaluation to the potential supplier.

The aforementioned authority is responsible for reviewing the responses to the completed evaluation and determining if the supplier is acceptable. This form can be filled out over the phone, if desired. Once accepted, add the supplier to Approved Supplier List maintained in the ERP System.

All Suppliers are graded as Low, Medium, or High Risk. Certified Suppliers are automatically assessed as Low or Medium Risk (as stated below), and do not require further risk evaluation unless deemed necessary.

**Initial Supplier Risk Levels are graded as follows:**

|  |  |  |
| --- | --- | --- |
| **Low** | **Medium** | **High** |
| Certified Suppliers of Raw Materials, Finished Goods, and Services | Certified Suppliers of Special Processes  Uncertified Suppliers who demonstrate strong QMS implementation via the Supplier Evaluation Responses | Uncertified Suppliers who do not demonstrate strong QMS implementation via the Supplier Evaluation Responses |

At the discretion of the aforementioned authority, these Supplier Risk Levels can be deviated from based on factors such as Quality, On-Time Delivery performance, Responsiveness, or other relevant information.

*Re-evaluation and Monitoring of Performance*

The aforementioned authority will either verify 3rd-party accreditation to ISO9001, AS9100, AS9120, NADCAP, or other suitable accreditation, or submit a QF-11-01, Supplier Evaluation to the potential supplier.

Ongoing Supplier Performance is measured and monitored as defined in Appendix B, Quality Objectives.

*Purchase Order Issue and Flow down of Information*

Products and services that affect product conformity may only be purchased from Approved Suppliers.

Purchase Orders for items that affect product conformity are generated in the ERP System and submitted to the Approved Supplier via email, fax or other suitable means.

Purchase Orders must clearly list or refer to all applicable Part Numbers, Specifications, Revision Levels, Quality Clauses, Standards, and/or Terms and Conditions.

***Receiving Inspection***

Perform visual inspection of the package and its contents to identify any damage. If the package or item is damaged, document the as-received condition. Handle any nonconforming product in accordance with SOP-04, Control of Nonconforming Product.

Confirm part number, quantity, serial number, and any other relevant information.

Verify that any required Certificates of Conformance, Material Test Reports, etc. accompany the shipment as/when required.

Indicate date of receipt, and personnel receiving the material or item on at least one page of the paperwork received with shipment.

Forward any items that require further inspection to the Quality Department. Quality Department personnel are to perform verification of Material Test Reports, Certificates of Conformance, etc. when applicable.

Product which fails to meet requirements is handled in accordance with SOP-04, Control of Nonconforming Product.

1. **RECORDS**

QF-11-01, Supplier Evaluation

Approved Supplier List

1. **RELATED DOCUMENTATION**

SOP-02, Record Control

SOP-04, Control of Nonconforming Product

SOP-11, Appendix A, Standard Terms & Conditions

WI-11-01, Counterfeit Parts Control Plan