1.0 GENERAL

1.1 Purchasing procedure (QP-0600) defines the responsibilities, methods, and processes used to procure products and services affecting service quality and to ensure that products and services meet specified requirements.

1.2 The Purchasing – 17025 procedure (QP-0610) defines additional purchasing requirements related to 17025 Branches.

2.0 SUPPLIER EVALUATION AND SELECTION

2.1 At each branch location, a primary representative will evaluate and select suppliers (vendors) and subcontractors (third party services). That individual representative will be one of the following; Materials Management Manager, Branch Manager, Sales Manager, and/or Service Manager based on their previously demonstrated ability and future ability to meet The Company and customer requirements.

2.1.1 The type and extent of control exercised over suppliers and subcontractors is based on the product or service provided and its effect on the final product.

2.1.2 An Approved Supplier List is maintained by the branch Quality Assurance Manager. It lists that branch’s primary vendors and is the focus of periodic vendor performance reviews. Vendors not on the list may only be used with the approval of the authorized purchaser. The list is retained as defined in QP-0600.

2.1.3 Suppliers and Subcontractors are continually evaluated through receiving verifications, performance of the equipment and service, and formal performance reviews. Formal, periodic performance reviews are conducted, and records are retained, as defined in QP-0600.

2.2 Additional requirements for 17025 Branches:

2.2.1 Subcontracted testing and calibration services are arranged through suppliers accredited to 17025 or who have an equivalent qualification (see QP-0610). These suppliers are listed on the Approved Suppliers List and their accreditation status or equivalent qualification is noted.

2.2.2 Suppliers of test equipment, reference standards, and reference materials are selected based on their 17025 accreditation. The selection process and exceptions are addressed in the Purchasing – 17025 procedure (see QP-0610).
3.0 PURCHASING DOCUMENTS

3.1 Purchasing documents are used to define the product or Service Reported, to designate approval of the purchase, and to serve as records verifying that the item purchased was received as ordered.

3.1.1 When applicable, purchasing documents contain or reference specification sheets further defining the product or Service Reported.

3.1.2 Purchases are reviewed and approved by the Authorized Purchaser, as defined in QP-0600.

3.1.3 Purchasing documents are retained as defined in QP-0600.

4.0 VERIFICATION OF PURCHASED PRODUCT

4.1 As a practice, The Company does not verify purchased product at the vendor’s premises.

4.2 Provisions are made for source inspection by the customer when specified in the contract.