1. SELECTION OF SUPPLIERS/SUB-CONTRACTORS

a) All products provided by Viamed under cover of its ISO 9001 Stockist Registration must be procured from a "Quality Assured Source."

b) When a customer orders products in accordance with the company's Stockist registration then a quality assured source will be:-

(1) companies listed in the DTI Quality Assurance Register of assessed companies current issue, and who supply within their declared scope

(2) companies assessed by certification bodies outside the UK to equivalent systems.

(3) A Company specifically nominated by a customer in his order will also be considered a Quality Assured Source for that particular customer, or where the customer has specified the product by brand or specific part number

c) Approval of Suppliers

(1) New products will be considered by the Managing Director by assessment of suppliers capability to meet the required quality standard at an acceptable delivery date and to verify the firm maintains batch segregation, and inspection and test records. A Supplier/Sub contractor questionnaire (Form QC06) will be used to approve suppliers..

a) A Register of Approved Suppliers/Sub contractors (Form QC07) will be maintained by the Office manager/Quality administrator which will distinguish between Quality Assured and non-Quality Assured Sources

The determination of supplier suitability is made on the basis of Third party approval, historical acceptable performances, pricing, delivery or other such factors as may be deemed appropriate. Personnel who deal with suppliers will grade each one as to suitability. This grading is then analysed and consolidated into one grade on the A.S.L.

4.3 In certain instances, commercial considerations may result in the use of a supplier not included on the approved supplier list. In these instances the level of goods inwards inspection is to a higher standard until such time as the supplier has passed assessment and been entered onto the approved register.

a)

b) At least once per year all suppliers will be revalidated or re-assessed by Viamed

2. PURCHASE DATA

a) A manual Purchase Order (***QC04***) is raised by the Office Staff, generated in Opera, to cover the supply of products for warehouse stock, or immediate customer delivery

b) Requisitions for Orders may be initiated by:

(1) Engineers by written requisition to office staff

(2) Office Manager for office consumables)

(3) Office Manager, to bring stock items up to minimum level or against goods not already in stock or already ordered, to supply customer orders in hand.

(4) Directors.

(5) Countersigned by a Director

c) Using standard computer saved formula under supplier name or generating new computer file if new supplier, each order must be on "Viamed" paperwork and detail:

(1) Name and address of supplier

(2) Customer account number (if applicable)
(3) Date
(4) Fax reference number (if appropriate)

d) Purchase Order Number is generated automatically. .

2. Purchase Orders contain all relevant data as to supplier, Part No or product codes, description and quantity. The Purchase Order must specify any requirements for inspection and tests and any certification required include special instructions for packaging, labelling or delivery

a) Additional information where appropriate is advised e.g.
(1) Quoted price when applicable
(2) "Urgent Please" if supply is required urgently
(3) "Partial shipment acceptable/not acceptable"
(4) Preferred method of shipment
(5) If supplier needs to know for traceability of specified instruments or service, we give customer or instrument details
(6) Requirement on P.O. for serial numbers/ LOT numbers//Batch numbers for traceability

3. Purchase Orders on third party approved Suppliers will be endorsed "Goods to be released within your Quality Registration. If not a Certificate of Conformity" will be requested. Purchase Orders will be reviewed and authorised by the Managing Director/Financial Controller or by delegation, the Office Manager.

4. Purchase orders are to be sent by following means, unless authorised otherwise:
a) MOST PO's ARE SENT VIA EMAIL
b) Addressee abroad : by Fax
c) Non urgent orders : by Post
d) Urgent Orders : by Fax
e) Extremely urgent Orders : by telephone
** in which case a written copy must be made for Viamed records, whether or not the supplier needs confirmation in writing.

5. Where goods are ordered specifically for a customer order. Viamed copy only to be endorsed with customer name, except as in section 3.1. e.

6. The copy is placed:
a) In "Viamed Orders Current" Binder in sequential Order Number
b) on supplier file, where the order relates to goods for re-sale as complete items or accessories

7. <u>CERTIFICATION</u>

a) Conformity/Test Certificates need to be obtained from the supplier when they are offered by Viamed, to the customer. Information is copied from manufacturer/supplier certification. The original Viamed certificate is sent to the customer and a copy retained with the customers paperwork.

8. <u>PRODUCTS OUTSIDE THE REGISTRATION</u>

a) Any product which is not included in the Registration will be clearly identified in the covering documentation so that there can be no misunderstanding on the part of the customer.

b) Similarly if a supplier has not been approved as specified in Section 1.2, their products must not be sold without them being clearly identified and confirmed in the covering documentation, as follows:- * "This item procured from a non ISO 9001 source".