

VOP			
Operating sub Process			
<u>SUPPLIER CONTROL</u>			
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PURCHASING

This procedure defines the method used by the company to control purchasing of product and evaluation / assessment of suppliers and sub-contractors. It is the responsibility of all Directors to ensure that this procedure is adhered to. It is the responsibility of the relative supervisors to ensure that their requirements are made clear. The Quality Engineer and the stock Controller are responsible for the ongoing evaluation of suppliers / sub-contractors.

A manual purchase order is raised for goods or materials as required, and the details entered into "OPERA". The printed purchase order form is then forwarded to a Director for approval. Once it has been approved it can then be processed to the supplier.

Purchase orders are processed by the following means;

- a) Addressee abroad : By Fax/Email
- b) Non urgent orders : By Post/Email
- c) Urgent orders : By Fax/Email
- d) Extremely urgent orders: By Telephone/Email - A written copy of the order must be made for company records and / or supplier confirmation

It is the responsibility of the individual raising the purchase order to ensure that all the relevant, correct information is entered onto the order, and to ensure the copy purchase orders are filed accordingly. Conformity Certification needs to be requested from the supplier when required.

ASSESSMENT OF SUPPLIERS / SUB-CONTRACTORS

A register of preferred suppliers is prepared and maintained, this register is monitored and evaluated on a regular basis, and formally reviewed annually for the management review. 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.

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.

Information received from all departments, on an annual basis, will be taken into consideration for review of this register.