



Purchasing			
L2	Operational Procedure : QOP-74-01	Revision: D 10/15/14	Page 1 of 3

I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for the establishment of purchasing documents.

II APPLICATION

This procedure applies to purchase orders for materials, components, parts, and subassemblies that are incorporated into the final products. Also included are associated services that may affect product quality, such as design, delivery, maintenance of production equipment and calibration of measuring equipment.

This procedure directly concerns Purchasing, and is relevant to Engineering, Production, and Quality Assurance.

III PROCEDURE

1. Approved supplier list

1.1 The approved supplier list is available to personnel preparing and authorizing the company's purchasing documents (refer to Procedure QOP-74-02, Supplier Evaluation). Materials, components, parts, and other items that are incorporated into the company's products and associated services may only be purchased from vendors that are classified as APPROVED and are on the approved supplier list.

2. Purchasing information

2.1 Purchasing documents are prepared by the Purchasing Department.

2.2 Purchasing documents clearly and completely describe the ordered products including, where applicable:

- Precise identification, vendor name, part number, type, class, style and/or grade
- Title and revision level of relevant standards, specifications, drawings, process requirements, and other such technical data
- The above information shall be identified on a purchased part drawing and



Purchasing			
L2	Operational Procedure : QOP-74-0	Revision: D 10/15/14	Page 2 of 3

referenced on the purchase order

- Commercial information for item quantity, price, shipment and terms of payment shall be specified on the purchase order

2.3 When applicable, requirements with regard to quality records are specified in purchase orders. Quality records supplied with the purchased products are critical for determining the amount of receiving inspection. The following types of quality records may be required when appropriate:

- Second or third party assessments or certificates of supplier's quality system
- Product inspection and testing results (when appropriate, conducted by accredited laboratory)
- Certificates of Conformance
- Statistical process control charts established during the manufacture of the supplied products

2.4 When applicable, purchasing documents also specify requirements for qualification of products, procedures, processes, equipment, or personnel that are used in the realization of products or services being purchased. This would typically be requirements for submittal of product samples, manuals, procedures, equipment specifications, process performance, capability studies and personnel qualification resumes. When applicable, a specification sheet shall be provided, and referenced on the purchase order.

3. Review of specified requirements

3.1 Before release, purchasing documents are reviewed by the Purchasing Manager. Purchasing documents for complex or critical products that are designed and/or manufactured from the company's drawings must be also reviewed and approved by Engineering and Quality Assurance.

3.2 The purpose of the review is to verify that:

- Products are clearly and completely identified
- All technical documentation defining the products, such as standards, specifications or drawings are clearly identified, are on correct revision level, and are enclosed when required



Purchasing			
L2	Operational Procedure : QOP-74-0	Revision: D 10/15/14	Page 3 of 3

- When required, quality records, such as testing/inspection certificates, statistical process control charts, quality system certificate, certificate of compliance and warranty are explicitly requested in the purchase order
- Where appropriate, purchasing documents include requirements for qualification of products, procedures, processes, equipment, or personnel that are used in the realization of products or services being purchased

IV ASSOCIATED DOCUMENTS

- Operational Procedure QOP-74-02: Supplier Evaluation
- Operational Procedure QOP-74-03: Verification of Purchased Product