Supplier Evaluation			
L2	Operational Procedure: **QOP-74-02**	Revision: **C 12/30/19** **CDR: 20198**	Page **1 of 3**

I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for evaluation and monitoring of suppliers.

II APPLICATION

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

This procedure concerns Purchasing and Quality Assurance.

III PROCEDURE

1. Supplier evaluation

1.1 Quality capability of suppliers is evaluated jointly by Purchasing, Engineering and Quality Assurance. New suppliers may be requested to provide all or some of the following documents and information:

- Certificate of quality system registration,
- Copy of quality assurance manual (if system is not certified),
- Description of relevant process equipment and machines,
- Professional resumes (if engineering or consulting is involved),
- Samples of similar products and/or workmanship (if applicable), and
- References.

1.2 Purchasing, Engineering and/or Quality Assurance evaluate the submitted information and, if deemed desirable, may request a visit to audit the supplier's quality system and/or production processes. Upon completion of the evaluation, Quality Assurance documents the results and classifies the supplier into one of the following categories:

APPROVED - Purchasing may order products or services from this supplier.

NOT APPROVED - The supplier is not qualified due to major nonconformities or other problems. Purchasing may not purchase goods or services from this supplier.

2. Quality performance monitoring

2.1 Suppliers are continuously monitored for quality and delivery performance.

2.2 When a nonconforming delivery is identified, the Receiving Clerk or Q A inspector logs it into the DR System in Infor. (For instructions on using the DR System, see PR-83-01-04 – DR System Manual on the wss.) The report is established and processed in accordance with Procedure QOP-83-01, Control of Nonconforming Product. The supplier is contacted and informed about the identified nonconformity and, if it is sufficiently serious or recurring, the supplier is requested to propose and implement corrective actions and report back on their effectiveness. Discrepancy reports, requests for corrective actions, and associated communication are maintained in Infor.

2.3 Suppliers who repeatedly fail to deliver satisfactory products, and/or do not deliver on time despite earlier complaints and requests for corrective actions, are downgraded to NOT APPROVED category.

3. Existing suppliers

3.1 Suppliers who have been supplying the company for at least six months prior to implementation of this procedure, and whose performance is deemed satisfactory, are exempted from the requirement for initial evaluation, and may be classified as APPROVED.

3.2 Regardless of the past quality performance history, no supplier may be exempted from continuous monitoring of their quality performance. Vendors are evaluated via our historical data found in our data base. This is a vendor analysis report, which applies a rating to on-time performance.

4. Approved supplier list

4.1 Purchasing is responsible for maintaining a list of acceptable (APPROVED) suppliers. The list is updated monthly and authorized by the Purchasing Manager. The list is reviewed, issued, distributed and otherwise controlled in accordance with Operational Procedure QOP-42-02, Control of Documents.

IV ASSOCIATED DOCUMENTS

- Operational Procedure QOP-74-01: Purchasing
- Operational Procedure QOP-74-03: Verification of Purchased Product
- Operational Procedure QOP-83-01: Control of Nonconforming Product
- Operational Procedure QOP-85-02: Corrective and Preventive Action
- Procedure PR-83-01-04: DR System Manual