

QUALITY MANUAL

QM 7-4

PURCHASING

Ref: - P 7-4-1 to P 7-4-3

Sources selected for the supply of most materials and services are evaluated to documented criteria and to a level dependant on their effect on the final product.

The methods of initial and on-going assessment of suppliers are defined in the Company's procedures.

Records are maintained to substantiate the suppliers Quality performance.

A procedure is documented and operated to ensure that the requirements of the order are clearly defined by way of specifications and other relevant information.

Purchase Orders are reviewed before being placed to ensure that all pertinent information is being correctly specified.

All purchase orders pertinent to a contract are, with the exception of those containing confidential information, available for the customer to examine.

Procedures are maintained to ensure that all purchased items conform to the requirements of the purchase order. The level of inspection carried out varies dependant on the importance of the items to the finished product

Customers are afforded the right, when required by contract to verify on our promises or our suppliers premises those purchased products pertinent to the contract.

Details of who, what, how and responsibility are defined in the company's written procedures.

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APPROVED

ORIGINATOR

DATE

ISSUE **C2**