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I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for the use of the approved subcontractor list, establishment of purchasing documents, and review of purchase orders.

II APPLICATION

This procedure applies to purchase orders for materials, parts, and services such as heat treating, painting, plating, etc., that are incorporated into the final products sold by COMPANY NAME Inc.

This procedure directly concerns the Purchasing department, and is relevant to Design Engineering, Production Engineering, Production, and QA.

III PROCEDURE

1. Approved Subcontractor List

- 1.1 The approved subcontractor list is available to personnel preparing and authorizing the company's purchasing documents (refer to Procedure OOP-06-01 Subcontractor Evaluation). Materials, components, parts, and other items that are incorporated into the company's products, and services such as heat treatment, painting, or plating, may not be purchased from vendors that are not on the list.
- 1.2 When only customer-designated subcontractors may be used, these subcontractors are evaluated in accordance with Procedure OOP-06-01 Subcontractor Evaluation, and are also placed on the approved subcontractor list. When subcontractors are designated by customers, it is so indicated on the list.

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Approved by:	Date:
Approved by:	Date:

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2. Purchasing Data

- 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, including name, part number, type, class, style, grade, etc.;
 - Title and issue of relevant standards, specifications, drawings, process requirements, and other such technical data.
- 2.3 When applicable, requirements with regard to quality records are specified in the purchase orders. Quality records supplied with the purchased products are critical for determining the amount of receiving inspection. Following types of quality records are required when appropriate:
 - Second or third party assessments or certificates of subcontractor's quality system;
 - Product inspection and testing results (when appropriate, conducted by accredited laboratory); and
 - Statistical process control data collected during manufacture of the supplied products.

3. Restricted Substances

- 3.1 When it is known, or there is a reasonable suspicion that the ordered products may be restricted, toxic, or hazardous substances, the purchase order requires the subcontractor to provide a warrant or certificate that the products comply with governmental and safety regulations with regard to packaging, labeling, storage and handling instructions, first aid instructions, etc.

4. Review of Specified Requirements

- 4.1 Before they are released, purchasing documents are reviewed and approved by the Purchasing Manager. Purchasing documents for complex or critical products that are designed and/or manufactured from the company's drawings must also be reviewed and approved by Design Engineering and QA.
- 4.2 Scope of the review comprises verification that:
 - Products are clearly and completely identified;
 - All technical documentation defining the products, such as standards, specifications, drawings, etc., are clearly identified, are on correct revision level, and are enclosed when required;
 - Appropriate quality records, such as testing/inspection certificates, statistical process data, quality system certificate, warrants, etc., are explicitly required in the purchase

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order; and

- Warrant of compliance with governmental regulations is requested when there is a possibility that the ordered products may be restricted, toxic, or hazardous substances.
- 4.3 Upon satisfactory review of the purchasing documents, the Purchasing Manager and, when applicable, the heads of Design Engineering and QA, initial the documents to establish a record of their review and approval.

IV ASSOCIATED DOCUMENTS

- Subcontractor Evaluation — Oper. Proc. OOP-06-01