



# Purchasing

## Introduction

The company has established, documented and implemented procedures for purchasing and supplier approval which are maintained to ensure all purchased materials, services and equipment conform to agreed specifications in order that the quality and safety of the product is not compromised. This is achieved by management using the following:

- Purchasing Procedure
- Purchasing Documents
- Supplier Assurance and Approval
- Verification of Purchased Materials, Services and Equipment
- Material and Service Specifications
- Performance Monitoring

## Scope

The scope of the procedures for purchasing and supplier includes all purchasing activities that have an impact on the Safety & Quality Management System

## Procedure

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on safety are to defined specifications and from an approved supplier. Authority to purchase outside of these procedures can only be authorised by the Managing Director in writing.

Initially suppliers are used because of their historic service record including Quality Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardised.

Materials, Equipment and Services can only be purchased using the Approved Supplier List. Orders are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements. The Planning Manager is responsible for ensuring that adequate materials are available to meet operational requirements.

The Approved Supplier List is maintained by the Operations Manager and includes details of the material, equipment or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure. Suppliers can be delisted following product failure or poor service

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Owned by: Quality Manager

Authorised By: Managing Director





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These purchasing procedures must be approved by the Quality, Purchasing and Accounting functions.

## Responsibility

The Planning Manager is responsible for ensuring that adequate materials are available to meet operational requirements.

The Purchasing Manager is responsible for selection of vendors and subcontractors, and for negotiating supply contracts.

The Operations Manager is responsible for supplier assurance and to ensure an up to date approved specification that has been agreed with the supplier is available for all items purchased that have the potential to affect product safety, quality or legality. This requirement also includes services purchased including pest control, laundry, contracted cleaning, contracted servicing, maintenance of equipment and equipment providers (pallets).

## References

Purchased Materials Specification file