

QM 3.5.1 Purchasing and Verification of Purchased Materials

Introduction

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

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

Scope

The scope of the procedures for purchasing and verification of purchased materials 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.