PURCHASING

I. Any purchased materials and/or services must conform to the requirements of the Company and the client. In order to achieve this all material requisitions are raised by respective departments and passed to the Managing Director/Production Manager or a designated competent person for approval. Purchase orders are raised by the Purchasing Department and passed to the Managing Director/Production Manager for approval and to ensure that they are accurate and complete in their content.

2. The material and/or services requisition and purchase order will carry the job number so that any material and/or services are traceable to the contract for which it was raised. Confirmation of order will be noted on the buying sheet (Form 09) when an order is placed by telephone or fax.

3. The materials and/or services requisition must carry specific details of the material and/or service required and show a relevant catalogue number, where applicable, or sufficient information that the order can be fulfilled by the supplier. This information may comprise drawings, and component material types having reference to International Standards as applicable, any required parameters of performance and applicable certification. If the contract demands that the client requires access to the supplier's premises to ascertain the results of test or inspection then the purchase order will indicate this.

4. If specified as part of the contract requirements it may be necessary to request certification from the supplier that the materials and/or service meet certain standards. Such certification must reference the Company purchase order and must be suitable for retention as part of the contract quality records.

5. Where it is not possible to use an approved supplier (Ref. Procedure QP‑06), due to time constraints or other circumstances, the person raising the order must ensure additional care is taken when writing the order and when the receipt inspection is performed.