EVALUATION OF SUB-CONTRACTORS

1. A list of Approved Suppliers whose quality system status is known will be maintained using information from the Vendor or the past performance of the supplier. This list will be issued as a controlled document to personnel involved in the purchasing function who will be responsible for informing the Quality Representative of any amendments to be made following unsatisfactory performance by a supplier. Where non‑conformity is discovered re‑assessment of the supplier will take place to determine the corrective action required of that supplier to bring about the achievement of the future supply of conforming material and/or service. This process will take place through the use of the Non‑Conforming Product procedure QP‑13. The Quality Representative will be responsible for updating the suppliers list and issuing revisions as necessary.

2. If the Managing Director and/or Production Manager decides that an audit of a supplier is required the audit will be carried out by the Quality Representative. An audit report will be produced and copies will be passed to the Managing Director and Production Manager.

3. Where a supplier has previously supplied product and/or service for the Company and this has been found to be satisfactory by the Production Manager/Project Engineer then that supplier can be considered to be approved and can be shown on the Approved Suppliers List.

4. If time or other circumstances are such that an order needs to be placed on a supplier who is not approved then the Production Manager/Project Engineer must be satisfied that the supplier is able to meet the requirements of the order. It will also be necessary to indicate the need for a full receiving inspection to be carried out to ensure the conformity of the material and/or service supplied.