

## **UNDER REVIEW**

This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (\*) to indicate changes.

### **1. AIM**

To ensure that suppliers are selected on the basis of their ability to provide goods or services in accordance with specified requirements including quality.

### **2. SCOPE**

To ensure that all suppliers from whom Plastica purchase components and services which effect the quality of goods manufactured and sold by Plastica are capable of providing a service and product sufficient to maintain specified requirements.

### **3. RESPONSIBILITY**

Purchasing Buyers – Bought In and Production: to ensure that product/material suppliers to Plastica are capable of providing the product/material to the required specification. To monitor the performance of the suppliers in conjunction with the Goods In and Production Departments.

### **4. ADMINISTRATION**

### **5. QUALITY RECORDS**

Suppliers List on AX in spreadsheet format

### **6. IMPLEMENTATION AND CONTROL**

#### **Initial Assessment Procedure**

#### **Initial Assessment**

Suppliers must firstly be audited through a set of questions outlined on the Quality System Assessment Questionnaire.

The supplier must satisfy criteria set down by Plastica. If it fails to do so with regard to this questionnaire, an external audit may be required.

## **UNDER REVIEW**

Only Approved Suppliers may be used for goods affecting quality.

Once approved, an Approved Supplier List must be completed, on which must be stated the method of approval.

The Plastica Accounts Department will then be authorised to set up a computerised account.

### **Assessment Process**

After completion of Approved Supplier Form (PUR3) a Critical Supplier List is formulated with each supplier being allocated with one of the following ratings.

Rating A – Good Supplier, delivering consistently good product on time.

Rating B – Historically good supplier with few minor problems.

Rating C – Supplier who must be monitored at all stages. Problems associated with quality and dates of delivery.

Rating D – Supplier should not be used unless no alternative available. Use must be authorised by a Director.

This Critical Supplier List is available electronically to enable Buyers and Accounts to add to or amend suppliers ratings which will depend on issues raising during the ordering, delivery, receipting and accounting processes.

Goods In Department monitor deliveries and note any problems, i.e. shortage, damages, incorrect paperwork and advise the Buyers and Accounts accordingly.

If raw materials deliveries are defective then the appropriate Manufacturing Dept. Supervisor will advise the Raw Materials Buyer/Production Manager accordingly. This may result in the Suppliers rating to be changed.

Transport Suppliers are also included on the Critical Supplier List and issues raised by the Logistics Operations Manager may cause the Supplier rating to be changed.

The Critical Supplier List is monitored by the QA Manager for trends which are reported at the Monthly Operations Meeting. The List will also be included in the Management Review Process.

### **Cross References**

Purchasing Procedure	QAP105
Document & Data Control	QAP306