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# PURCHASING PROCEDURE

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Abstract:

This document describes the purchasing process.

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**REVISION LOG**

Issue	Date	Comment	Author
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**DOCUMENT CHANGE RECORD**

Issue	Item	Reason for Change

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## 1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that directly affects the quality of products and services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

## 2.0 THEORY

The purchase of materials that go into our products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

## 3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services are evaluated unless these Suppliers are listed on:

- [REDACTED]
- [REDACTED]
- [REDACTED]

3.2 Supplier evaluation is established according to Company requirements, [REDACTED], and is documented following the format on the **Supplier Evaluation Form**.

3.3 The **Supplier Evaluation Form** ensures that all new suppliers are properly evaluated for criteria related to [REDACTED]

3.4 Once approved through the **Supplier Evaluation Form**, the Responsible Authority will update the **Approved Supplier List**.

3.5 The following ratings apply to suppliers:

- **RESTRICTED:** [REDACTED]
- **CONDITIONAL:** [REDACTED]
- **UNRESTRICTED:** [REDACTED]
- **DOCK-TO-STOCK:** [REDACTED]

3.6 Once entered into the **Approved Supplier List**, suppliers are rated as [REDACTED]

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3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Responsible Authority [REDACTED]

3.8 Using the results from combination of the following functions for product suppliers, the Responsible Authority [REDACTED]

3.9 For suppliers providing product, incoming inspection results are recorded on the **Subcontractor Performance Rating Spreadsheet**, which calculates the Supplier's current quality rating based on items received and items accepted. A new Supplier that rates [REDACTED]

3.10 If a new Supplier rates [REDACTED]

3.11 If any Supplier rates less than [REDACTED]

3.12 If items are returned [REDACTED]

3.13 Any Supplier may be [REDACTED]

3.14 Management may override [REDACTED]

3.15 During management review, the entire **Approved Supplier List** is subject to [REDACTED]

3.16 The Company performs verification activities of externally provided processes, products and services when [REDACTED]

Customer verification activities performed at any level of the supply chain [REDACTED]

Verification activities may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]

When external provider test reports are utilized to verify externally provided products, the Company [REDACTED]

When the Company or Customer identifies raw material as a significant operational risk (critical item), the Company [REDACTED]

## 4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Responsible Authority [REDACTED]

4.2 Responsible Authorities take into consideration [REDACTED]

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.4 When appropriate, the purchase order defines acceptance criteria for [REDACTED]

4.5 As applicable, purchase order information includes:

- a) [REDACTED]
- b) [REDACTED]

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c) [Redacted]

d) requirements relative to:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

e) [Redacted]

f) [Redacted]

g) [Redacted]

h) [Redacted]

i) [Redacted]

j) [Redacted]

k) the need to:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

l) [Redacted]

m) ensuring that Responsible Authorities at the Supplier's facility are aware of:

- [Redacted]
- [Redacted]
- [Redacted]

4.6 The requirements for delegation are defined when [Redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, the **Purchase Order** will define the methods for the intended verifications and method of product release.

4.8 See the process map herein.

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4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for [REDACTED]

## 5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [REDACTED]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [REDACTED]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [REDACTED]

5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is [REDACTED]

5.5 The Purchasing Department will [REDACTED]

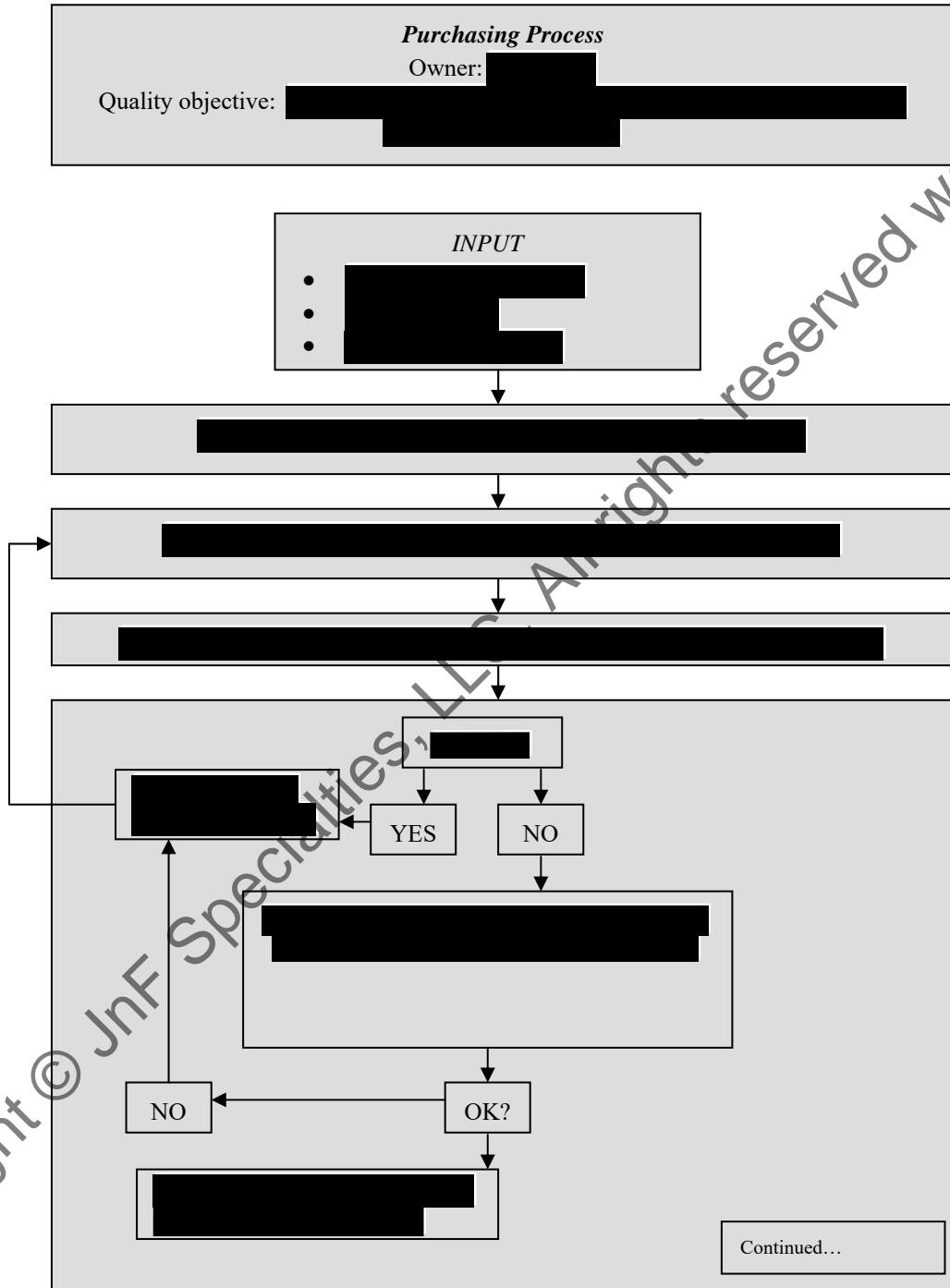
5.6 The Purchasing Department will [REDACTED]

5.7 The Company will [REDACTED]

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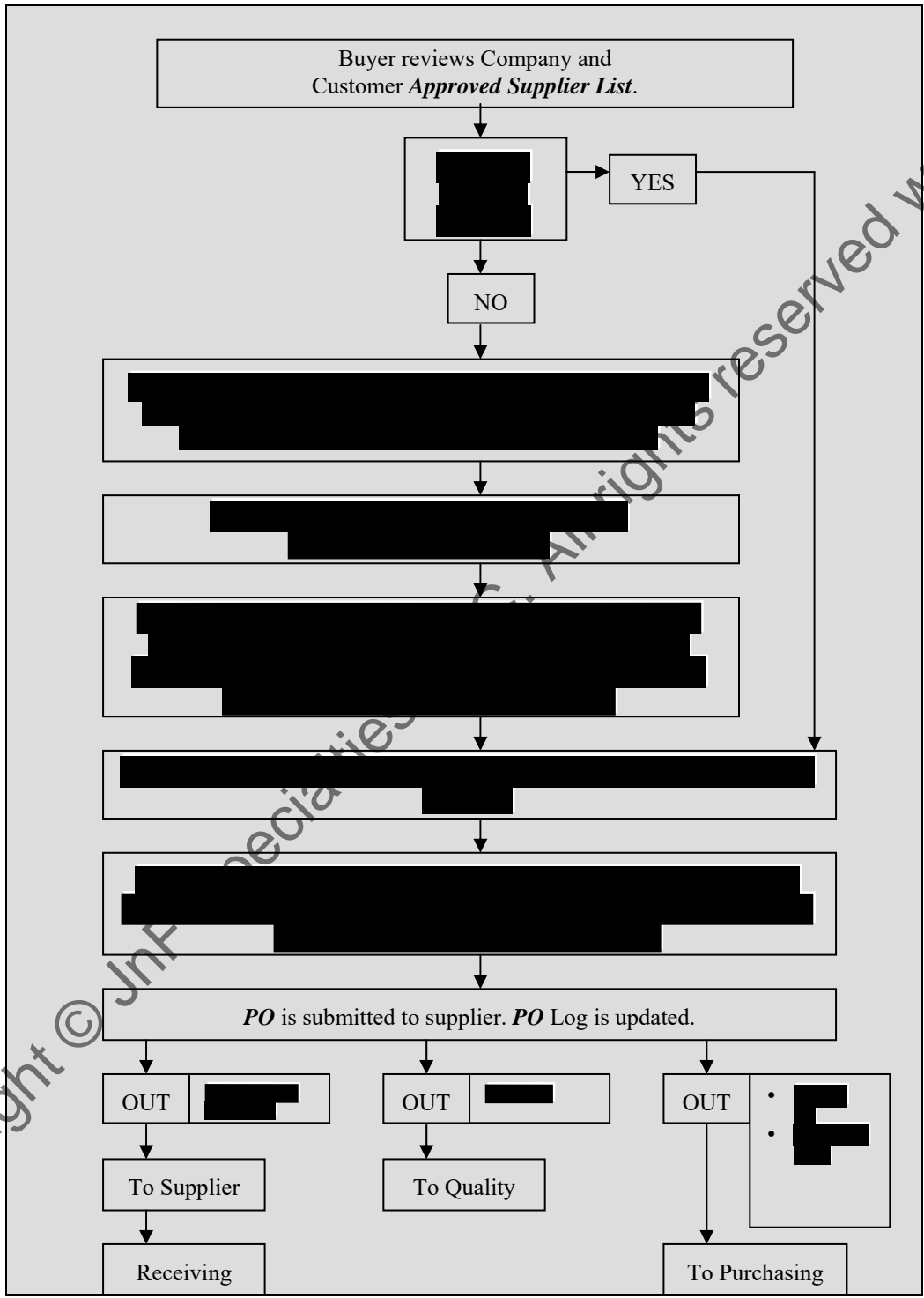


## 6.0 PROCESS MAP



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