

Process Name:

## SOP #2 Purchasing

Rev: - Original

Date: 7/20/2018

Process Owner:

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Dave Pratt, EVP Purchasing

Approved by :

Date: 7/20/2018

### WITH WHAT?

Equipment & Materials

Phone/Fax  
Computers/Software  
Purchase Orders

### Objectives:

Conformance of all purchased  
product, materials, and services to  
requirements

### WITH WHOM?

Training, Knowledge, Staff

Quality department  
Outside Calibration and Testing Labs  
Manufacturing and Warehouse Operators  
Production  
Engineering  
Sales

### Activities

- ☐ Obtaining correct purchasing requirements
- ☐ Choosing Approved Providers
- ☐ Documenting and ensuring correct requirements are communicated
- ☐ Verifying purchases are correct
- ☐ Dealing with nonconformances
- ☐ Continuing evaluation of Providers

### INPUT

(What Should We Be Bringing/Receiving?)

Information related to:

Selection and evaluation of suppliers  
Requirements for purchases  
Requirements for personnel (as required)  
Statutory/Regulatory requirements  
QMS requirements  
Approved Supplier List

REQUIREMENTS

### OUTPUTS

What we should Deliver?

Purchase Orders  
Approved Suppliers List  
Supplier Performance Records  
Purchased materials and services  
Inspection records  
CAR records

REQUIREMENTS

### HOW MANY? HOW MUCH?

Performance Indicators (Metrics)

Major high levels and breakdown of sublevels:

- Internal Audits
- Supplier Evaluation and Performance
- Customer complaints and rejects
- Internal Devaluations
- Months on Hand
- Non-performing inventory

### HOW?

Instructions, Procedures, Methods, Documents

QMP 6.3 Planning of Changes  
QMP 7.5 Documented Information  
QMP 8.1 Award Review  
QMP 8.7 Control of Nonconforming Outputs  
QMP 9.2 Internal Audits  
QMP 10.2 NC and Corrective Action  
SOP #1 Training  
MOP #1 Management Review  
Quality Policy and Mission Statement  
Production Quality Risk Assessment Matrix