PURCHASING

QP 6

ISS: 1

APPROVAL	Name	Position	Date
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1 REDLINE LOG (IAW QP 5.11)

Record Redline document changes in the table below. Refer to QP 5.11 for instructions of use.

- Minor Redlines are edits that do not affect the intent of the document.
- Major Redlines are edits that do affect the intent of the document.
- Minor edits must be signed off by one person: Either a Production Engineer, the Production Manager, a Quality Engineer or the Quality Manager.
- Major Edits must be signed off by two people: A Quality Engineering or the Quality Manager AND a Production Engineer or the Production Manager.
- The document shall be submitted for full up issue once a Major Redline edit has been added to the list – OR – if 5 Minor Redline entries have been made (I.E.: the table is full).

NOTE: One Redline entry can include multiple edits – but only of one type (Major/Minor).

REDLINE ENTRY NUMBER	Description of Edit/s	MAJOR or MINOR	Approved by:	Date of Edit
R1				
R2				
R3				
R4				
R5				

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3 INFORMATION

3.1 Revision Status & History

3.1.1 Record of changes with description of changes.

ISS.	Incorporating Change Note Ref.:	Change Note Date	Change description
9	Various.	Sept. 2013	Incorporation of QP 6.1 Iss.9
20	Various.	June 2020	Incorporation of QP 6.2 Iss.20
4	Various.	Aug. 2007	Incorporation of QP 6.3 Iss.4
2	Various.	Sept. 2015	Incorporation of QP 6.4 Iss.2
1	Initial Release 10066	13/05/22	Incorporating new format. Adding changes to bring document in line with evolved procedure.

3.2 References

3.2.1 References used within this QP.

Document No.	Title
CML/CRM	Systems Manual
AS9100	Quality Management Standard – Aerospace specific.
ISO 9001	Quality Management Standard – General.
QF 182/A	Notification of engineering change to supplier
QF 182	Supplier Corrective Action Request
QF 5.1	Supplier Subcontractor Quality Survey (Cam Lock / CRM)
QF 5.2	Vendor Assessment Scorecard
QF 5.3	Purchase Requisition Form
QF 5.3a	MRP generated Purchase Requisition
QF 5.4	MRP generated Purchase Order
QP 5.10	Customer Notification and Approval of Changes
QP 21	Supplier Quality Requirements (Replaced QP 6.3 and 6.4).
SAGE SUPPLIER DATA	Database for ASL and SAGE latest purchasing content.

3.3 Definitions & Acronyms

3.3.1 Definitions & Acronyms.

Definitions & Acronyms	Meaning/Definition
ASL	Approved Supplier List
BOM	Bill of Materials
CAML	Cam Lock
CRM	Camberley Rubber Manufacturing (Ltd)
IAW	In Accordance With
MRP	Materials Requirement Planning – (SAGE -Current / HERSCHEL HCMS - Historic)
QF	Quality Form
QM	Quality Manager
QP	Quality Procedure
RFQ	Request For Quotation
Verification	Confirmation of a process, result, procedure.
Validation	The end product matches the design and process documentation.
ISO 9001	Commonly used QMS.
QMS	Quality Management System (e.g.: AS 9100, ISO 9001).
Vendor	Term sometimes used in place of Supplier
Procurement	Term sometimes used in place of Purchasing
ISO	International Organization for Standardization
AS	Aerospace Standard

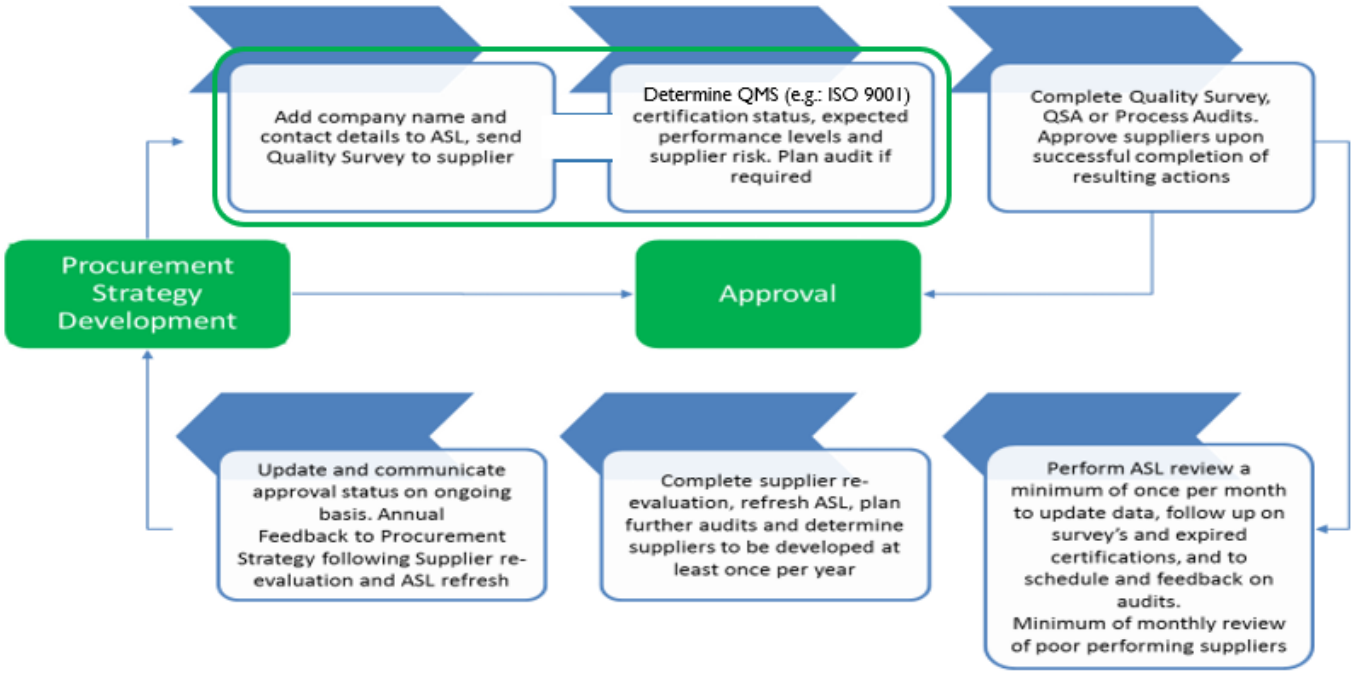
4 Evaluation of Sub-Contractors

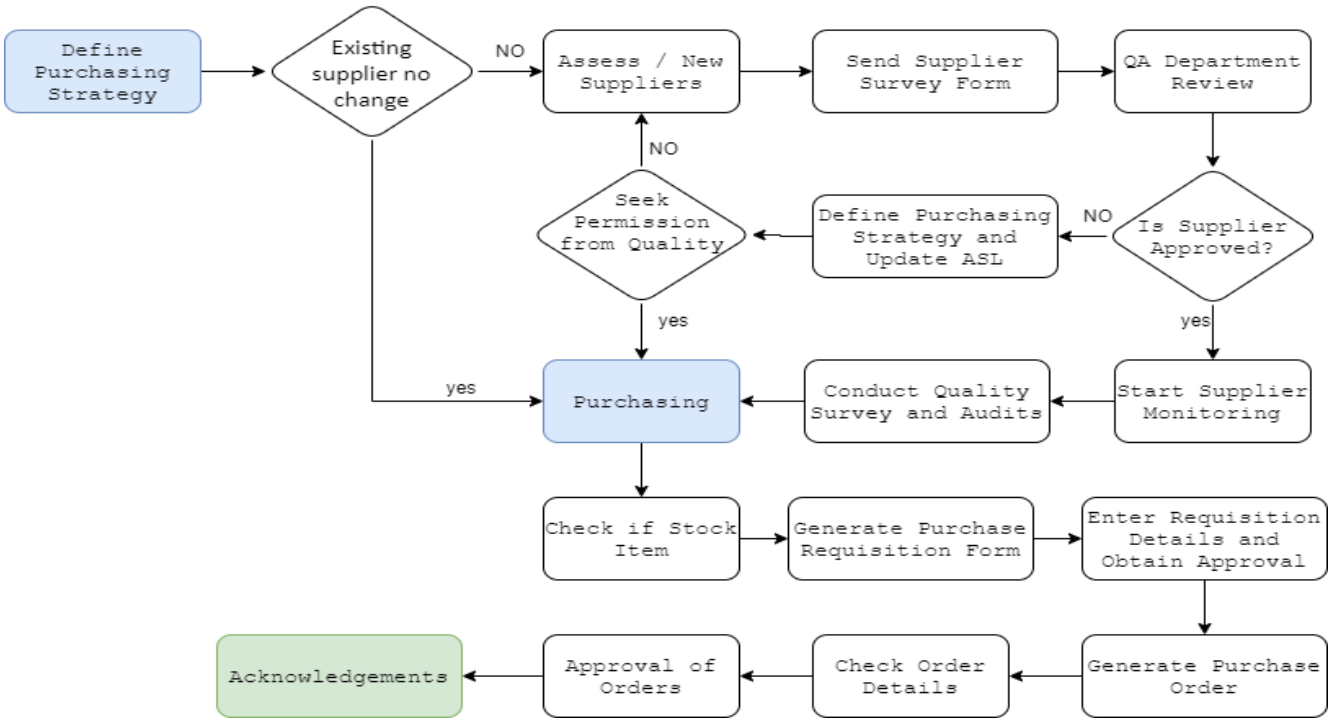
4.1.1 Previously QP 6.1 - EVALUATION OF SUB-CONTRACTORS

4.2 Purpose

4.2.1 This procedure is written to define the process for evaluation, selection and Monitoring of suppliers and sub-contractors, hereafter all referred to as suppliers.

4.3 Process Map





4.4 Scope

4.4.1 This process is applicable only to suppliers of materials, components, and services directly affecting approved manufacturing processes and the finished product.

4.5 Purchasing Strategy

4.5.1 The purchasing function shall periodically review and define a strategy for each supplier and product type. The purpose of this is to define where it is possible and appropriate to rationalise the supply base, and to classify suppliers for exit, continued business, or growth business. This classification will be indicated in an Approved Supplier List (ASL) and be considered as part of the supplier evaluation, selection and monitoring process.

4.6 New Suppliers

4.6.1 Any proposed new suppliers shall be assessed for fit with the purchasing strategy by the purchasing function. Once agreed, it is then the responsibility of the Purchasing department to send a Supplier Survey Form to the prospective supplier. When returned, the form is to be assessed by the QA Department prior to supplier approval.

4.7 Supplier Changes

4.7.1 Changes to approved suppliers may require customer notification and approval. Customer specific requirements can be found in QP 5.10 Customer Notification and Approval of Changes.

4.8 Quality Survey and Audits

4.8.1 The QA Department is responsible for reviewing the completed survey questionnaire and will determine if an on-site Quality System or Process Audit is required. The need for an audit will be based on Quality Management System certification status, risk, and any other factors such as Purchasing Strategy, estimated performance etc.

4.9 Supplier Approval

4.9.1 The QA Department is responsible for approving the supplier based on the results of the survey, performance evaluation (real or estimated), and any audits. The survey and supporting documents, such as certificates, audit reports and performance evaluations shall be stored in electronic folders for each supplier and the ASL updated as appropriate to indicate status. Materials, product or services shall not be purchased prior to approval.

4.10 Supplier Monitoring

4.10.1 The QA department is responsible for ensuring ongoing supplier monitoring, and shall coordinate with suppliers and other functions as appropriate. Monitoring is performed on a rolling 3-year basis with monthly and annual reviews to update the ASL and plan audits and supplier development activity.

4.11 Annual Review

4.11.1 Prior to annual review, the Purchasing Function shall define the Purchasing Strategy, evaluate recent supplier performance, and determine supplier risk. Information from these activities shall be transferred to the ASL if not done so already. The review shall assess the following (to include, but not limited to);

- Status of previous years planned audit and supplier development schedule
- CAPA / NC / OFI status
- Quality Management System certification status.
- Quality Surveys not completed in last 3 years
- Supplier Performance (Performance Evaluation must have been performed in last 3 years)
- Effectiveness of focussed Supplier Development activity
- Supplier Risk rating (where required by a customer)
- Purchasing Strategy (Exit, Maintain or Develop)

4.11.2 From this review, the audit and supplier development schedule shall be defined for the following 3 years and any actions to update supplier status, such as obtaining certificates and quality surveys, will be completed.

4.11.3 The output of the assessment shall include a report on the previous year's audit and supplier development results, the planned schedule going forward, and any recommendations for the Purchasing strategy or changes to approval status. This shall be communicated to and agreed with the purchasing function and top management.

4.12 Monthly/Quarterly Review

4.12.1 Prior to monthly/quarterly review, the Purchasing Function shall evaluate performance of the suppliers selected for focussed Supplier Development activity. The ASL and report cards shall be reviewed to determine the following;

- Status of planned audits and supplier development schedule
- Performance results and status of focused Supplier Development activity
- Quality Management System certification status.
- Quality Surveys not completed in last 3 years

4.12.2 From this review, the audit and supplier development schedule status shall be updated, and any actions to update supplier information, such as obtaining certificates and Quality Surveys, shall be completed.

4.12.3 The output of the review shall provide a status report on audit and supplier development results, and any changes to supplier approval status. This shall be communicated to and agreed with the purchasing function and top management.

5 PURCHASING DATA

5.1.1 Previously QP 6.2 - PURCHASING DATA

5.2 Purpose

5.2.1 This procedure is written to define the processes which must be followed by personnel involved in purchasing, thus ensuring that suitable sub-contractors are used and that customers' requirements are accurately specified.

5.3 Scope

5.3.1 Compliance with this procedure is mandatory for employees involved at any stage of the purchasing process.

5.4 Procedure. Stock Items

5.4.1 All technical stock items are purchased only from suppliers that have been approved as per Section 4 Evaluation of Sub-Contractors.

5.4.2 In the event that a non-approved sub-contractor is the only source of supply, the Purchasing department must seek permission from a member of Quality.

5.5 Purchase Requisitions

5.5.1 All purchases not mentioned on the BOM after the contract review are to be requested on a Purchase Requisition Form (QF 5.3) or generated via the MRP system (QF 5.3a).

5.5.2 Any member of the Company may raise a QF 5.3 or QF 5.3a for supplies by completing the relevant sections.

5.5.3 Either the QF 5.3 form is passed to the Purchasing department, or the Purchasing department is made aware of the MRP generated QF 5.3a, accompanied by a copy of the quotation. The Purchasing department reviews the content and gains approval from a member of the Approved signatories list (*if required*) according to section 5.12, unless the value on the QF 5.3 and the resulting QF 5.4 is within the limit of the Purchasing department, only one signature is required on the Purchase Requisition form.

5.6 Entering of Orders

5.6.1 Once approved, the requisition details are entered onto the MRP system under the 'Purchasing' module by the Purchasing department, who signs and dates the QF 5.3.

5.6.2 The MRP generated number is appended to the QF 5.3 requisition which is kept by the Purchasing department for reference. If the QF 5.3a is used the number is automatically generated and all data held electronically.

5.7 Order Details:

5.7.1 An official Purchase Order (QF 15) is printed on and checked by the Purchasing department to ensure that it contains at least the following information:

- Camberley Rubbers delivery address
- Suppliers full name and address
- A unique Purchase Order Number
- Date Raised
- Expense/Cost Code and Initials of originator (non-stock items only)
- Supplier code
- Account No
- Currency
- Part No.
- Full Description
- Drawing Number, Issue, Revision & any change request notes (if made to a specification)
- Quantity ordered
- Units of Measure
- Date
- Price (per)
- Value
- Any special instructions (Such as ISIR, FAIR, IPR number or Commodity Code Requirement)
- Any special Quality requirements not specified in the Terms and Conditions or QP 21 Supplier Quality Requirements procedure.
- Certificate of Conformity requirement.
- When defined by the customer, the order must request the remaining product shelf life at point of receipt, or specify the maximum expired shelf life.

5.7.2 Each Purchase Order shall specify that the Terms and Conditions apply, and that they can be viewed on the company website.

5.7.3 When an engineering change takes place in the form of an up issued drawing or change note, the Purchasing department shall complete QF 182/A and send to the supplier with a copy of the latest drawing revision and any applicable change notes.

5.7.4 All purchase orders raised for items on BOMs must request order acknowledgement.

5.8 Approval of Orders

5.8.1 Once checked, the order is passed to a member of the Approved Signatories List for approval signature before being sent out. A copy of the approved order is then filed in the Hold Directory (with access provided for at least Purchasing and Accounts)

5.9 Verbal Orders

5.9.1 Verbal orders must always quote a Purchase Order No. and be confirmed by sending the official order clearly marked, 'Confirmation of Verbal Order'.

5.10 Acknowledgements

5.10.1 On receipt of purchase order acknowledgement, the Purchasing department shall enter the confirmed date into both the expected date and the required date, along with the order confirmation reference on the MRP system. Any further changes to the purchase order Delivery date are entered/amended in the MRP system.

5.11 Amendments

5.11.1 Any amendments to an order are updated on the original Purchase Order using MRP system.

5.11.2 The amended order is then printed, marked 'Amendment', then a copy sent to the supplier.

5.12 Approval Signatures

5.12.1 Purchase Requisitions and Purchase Orders.

Approver Job Title	Limit
Group Business Director	No limit
Financial Controller	£25,000
Group Business Manager	£25,000
Sales Director	£10,000
Materials Specialist	£5,000
Quality Manager	£1,000
Purchasing	£1,000 W/O requirement only No limit

5.12.2 Signatories for all items with no BOM requirement, other than consumables required for manufacture of product.

Approver Job Title	Limit
Group Business Director	No limit
Financial Controller	£25,000
Group Business Manager	£25,000

6 VERIFICATION OF PURCHASED PRODUCT

6.1.1 Previously QP 6.3 - VERIFICATION OF PURCHASED PRODUCT

6.2 Purpose

6.2.1 This procedure is written to define the process to allow the customer or their representative to verify at source, on the company's premises, that purchased products conform to the required quality specifications.

6.3 Scope

6.3.1 Compliance with this procedure is mandatory for the Quality Department along with any other member of staff who may be involved regarding a certain product.

6.4 Verification of Company by Customer

6.4.1 All visits are subject to authorisation by the QM who will agree details of the visit with the customer and confirm them in writing.

6.4.2 Once the visit has taken place, a full report detailing the visit shall be produced, as required, by the QM and filed for future reference within the Quality Assurance Department.

***** END OF SECTION *****