

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

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| QUALITY PROCEDURE | Ref: | QP07 |
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| | Date: | 06/04/2006 |

Authorised and Issued by the Managing Director

1 Purpose and Definitions

- 1.1 Goods and services used in the realization of the final product have a direct bearing on the quality of that product. It is therefore vital in order to maintain the quality of the final product that goods and materials used in their manufacture can be controlled.

2 Scope

Included

- 2.1 This procedure relates to items purchased or procured, which are used in the realization of the final product or which are linked to the Quality Management System in any way.
- 2.2 Materials used in the manufacturing process may be purchased from external suppliers, or supplied by the customer on a 'free-issue' basis. Both of these methods of procurement are included in scope.

Excluded

- 2.3 This procedure excludes from scope goods and services purchased or procured, such as office equipment, stationery, and bought-in management services, which are not used in the manufacturing process and therefore which have no direct bearing on the quality of the manufactured product.

3 Responsibilities

- 3.1 Purchases shall be made by a member of the management team with appropriate responsibility for purchasing goods, materials or services within that category. This responsibility includes ensuring the adequacy of quality and specification requirements before ordering.

Free-Issue Materials

- 3.2 The customer has responsibility for ensuring the suitability of materials for their intended purpose. The Sales & Marketing manager must satisfy himself that the customer is aware of and complies with this responsibility.

4 Procedure

- 4.1 A supplier database shall be maintained by the Quality Controller. This shall be reviewed at least annually and a record of the review kept using form [QP07-04 Supplier Assessment Record](#).
- 4.2 The supplier database shall be divided into categories appropriate to the classes of goods, materials and services purchases. These categories shall be determined by the Quality Controller.
- 4.3 Purchases may be placed by telephone, fax, email or face to face. A record shall be kept of the order:
- * Purchases of materials shall be recorded in the Materials Requisition file in the Works Office, using form [QP07-02 Materials Requisition Sheet](#).

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- * Purchases placed by email or telephone shall be recorded in the Purchase Order file in the Works Office, either by using form [QP07-03 Purchase Order Record](#) or by using another appropriate method.
- * All other purchases shall be recorded in the Purchase Order duplicate book in the General Office.

Free-issue Materials

4.4 Free-issue materials are supplied by the customer. These are checked before they are used in the manufacturing process.

5 Documentation

[QP07-02 Materials Requisition Sheet](#)

[QP07-03 Purchase Order Record](#)

[QP07-04 Supplier Assessment Record](#)

| BAIRSTOW BROTHERS (1985) LTD | | | AMENDMENT SHEET | |
|------------------------------|-----------|-------------------------------|-----------------|-----------------|
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| 06/04/04 | 1 | First issue | Neil Kendall | Project Manager |