

**QUALITY MANAGEMENT PROCEDURE  
FOR PURCHASING AND  
PROCUREMENT**

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## 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions are maintained.					
Amendment Record					
Version	Date	Context	Section	Summary of Amendments	
1.0	Insert Date	To outline a process for purchasing and procuring materials and services.		Original	
The latest revision of this procedure is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.					
Document Title:	Purchasing and Procurement			Rev:	1.0
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## 2. PURPOSE

The purpose of this procedure is to define the processes required to ensure that purchased products conform to specified requirements by detailing:

- Selection, evaluation and re-evaluation processes.
- Supplier controls.
- Procurement requirements.
- Product inspections.
- The potential consequences of a non-conforming product or service being delivered.

## 3. SCOPE

This procedure applies to the selection, evaluation, re-evaluation and monitoring of suppliers or external providers who supply items, materials, components, services and sub-assemblies, etc., that are incorporated into **Insert Your Company** final products or services. Also included are suppliers associated with processes that may affect product quality, such as design, delivery and installation, including equipment, etc.

**Exclusion:** The procurement of office supplies, maintenance and basic services are excluded from this requirement, as are repair and replacement parts, etc.

## 4. TERMS AND DEFINITIONS

Term	Description
Process	A series of related or interacting activities which uses inputs to deliver outputs.
Product and Services	The results that <b>Insert Your Company</b> delivers to meet the customer's requirements. A product is a physical outcome of a process, while a service is the movement or actions to meet the customer's requirements.
Record	Document(s) stating results achieved or providing evidence of activities performed.
Supplier	An entity engaged by the <b>Insert Your Company</b> to supply products, services, plant, equipment, materials or other items under a <b>purchase order</b> .

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Monitoring purchase orders and contract agreements of the product or service to be purchased.