


Management System Requirements - Procedures

					
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003	JEH-Q1 010-01 Changed to JEH-SUB-003	2	Section 5	04/10/2024	Malcolm Coates
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	Questionnaire JEH-Q1-011 to Supplier Master Application Form JEH-C6-069	2	Section 5	04/10/2024	Malcolm Coates
	Bank details on the company letter headed	2	Section 5	04/10/2024	Malcolm Coates
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QMS PROCEDURE

8.4 Product and Service Realisation, Purchasing Scope

The prime objective of purchasing is to obtain the required materials, parts and services on the most economical terms consistent with the requirements of specifications, quality, delivery and reliability of supply. This procedure sets out actions necessary to ensure that the specification and quality requirements are achieved in accordance with the Company Quality System.

1. Generation of Purchase Orders

Purchase Orders are generated on the IFS system by nominated staff who can purchase items up to their level of authority (as set in IFS).

2. Purchasing Data

Purchase Orders should describe the required materials parts or services fully, accurately, and unambiguously.

All relevant information must be given; in particular.

- Units of measurement should be shown particularly when a mixture of imperial and metric dimensions is used;
- All material purchases should be to the relevant British or International Standard, with the appropriate supporting documentation provided;
- If Certification or Certificates of Incorporation are required, this must be noted on the Purchase Order;
- Where a service is being purchased care should be taken to define the standard and quality of service required if possible and where appropriate, a specification and drawing should be provided;
- Where specifications, drawings or other documents accompany the order, the drawing number and the issue number/revision number should be quoted where applicable.

3. Verification of Purchased Product

Verification of Purchased Product should be carried out in accordance with the J & E Hall International conditions.

4. Amendments to Purchase Orders

Purchase Order amendments shall normally be carried out by issuing an amendment to the original order number.

5. Choice of Supplier / Subcontractor

Suppliers / Subcontractors can only be used if listed on IFS.

When a new supplier / subcontractor is required the HSQE accreditation questionnaires JEH-SUB-003 and JEH-SUB-01 (a,b,c) are to be completed and returned to the HSQE department.

Supplier /Subcontractor Master Application Form JEH-C6-069 is to be completed, bank details on company letter headed paper and returned to the Finance Department at Head Office before a P.O. can be raised on IFS where a review is completed, and a supplier reference code is issued.

6. Choice of Sub-Contractor

Where a supplier is required to provide a product or service which is regarded as critical to either the performance of the product or product safety, then a full assessment of that sub-contractor is required.

The assessment should include checking certification for competence to carry out the work required e.g. Welding, Electrical Installation or Pressure Testing.

7. Supplier Performance Monitoring

The Purchasing Department will monitor and evaluate business critical supplier's performance annually, using the criteria set by Daikin Japan.

Audits will be planned subject to the performance scores.