



MARLOW OFFSHORE GERMANY GMBH & Co. KG

ISO 9001:2015

Control of Purchasing & Procurement

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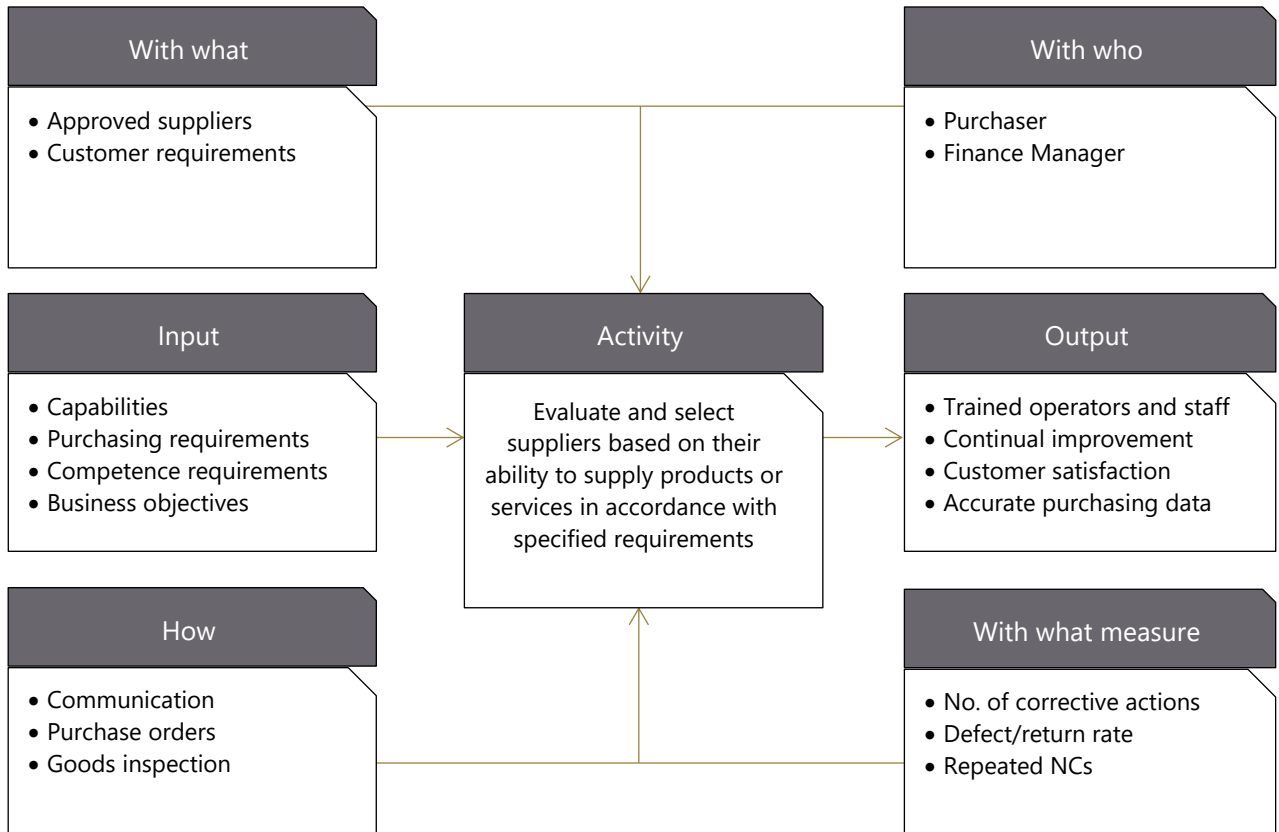
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1 Control of Purchasing & Procurement

1.1 Introduction & Purpose

The purpose of this procedure is to define the activities required to ensure that purchased products conform to the specified purchase requirements, by detailing the combination of supplier controls, purchasing requirements and purchased product inspection taking into account the potential consequences of a non-conforming product being delivered.

1.1.1 Process Activity Map



1.1.2 References

Standard	Title	Description
BS EN ISO 9000:2015	Quality management systems	Fundamentals and vocabulary
BS EN ISO 9001:2015	Quality management systems	Requirements
BS EN ISO 9004:2000	Quality management systems	Guidelines for performance improvements
BS EN ISO 19011:2011	Auditing management systems	Guidelines for auditing

1.1.3 Terms & Definitions

Term	Definition
Product	Process output
Supplier/vendor	An organization or person that provides a product
Specification	Document stating requirements

1.2 Application & Scope

This procedure applies to the evaluation and monitoring of suppliers supplying materials, components, parts, and sub-assemblies that are incorporated into final products. Also included are suppliers of associated services that may affect product quality, such as design, delivery and calibration of measuring equipment, etc.

This procedure also applies to all inspecting, testing and checking activities to verify that products and materials conform to specified requirements. Exclusion: The procurement of office supplies, stationery, sundries and janitorial services are excluded from this requirement, as are repair and replacement parts, etc.

1.3 Responsibilities

All Purchasing staff is required to:

- Report non-conformances and possible corrective actions to their Supervisor;
- Follow this procedure when interfacing with external suppliers or providers.

The Quality Manager is required to:

- Determine the causes of non-conformities;
- Maintain a system for reporting and record keeping;
- Implement necessary actions to achieve resolution;
- Review the effectiveness of corrective actions taken.

1.4 Control of Suppliers

1.4.1 Selection of Suppliers

The Technical Director actively seeks suppliers to provide suitable products and services. Any department may request evaluation of a specific supplier to fulfil a specific need. The purchasing department evaluate such suppliers without bias. Upon approval, the supplier is added to the approved supplier list. Suppliers are approved by one or more of the following methods:

- Supplier assessment survey;
- Audit/on-site review;
- Satisfactory history;
- Specified by the customer or manufacturer.

1.4.2 Surveys & Audits

When requested, a supplier assessment survey is delivered to the supplier by the Purchaser. Once the supplier has completed the survey:

- The Quality Manager reviews it for compliance;
- The Technical Director reviews it on the basis of commerciality;
- 2nd party audits may be conducted by the Quality Manager;
- Results of this audit are recorded on the supplier assessment survey;
- Survey results are stored in the supplier file held by the Quality Manager.

1.4.3 Supplier Performance

The Technical Director identifies key suppliers critical to the daily operation:

- Key suppliers are monitored for on-time delivery;
- A monthly report on supplier performance is provided to the Quality Manager for review.
- One of the following actions is taken with suppliers who fail to meet the established goals:
 1. Discussion offer;
 2. Corrective action request;
 3. Review of past performance;
 4. On-site survey.

1.4.4 Approved Supplier List

Supplier performance is monitored and reviewed as part of the management review process. A supplier may be removed from the approved supplier list if:

- Corrective actions are not answered promptly as determined by Technical Director;
- Their performance level falls below acceptable limits;
- Technical Director chooses to change suppliers;
- Failure to complete the supplier evaluation survey;
- Failure to provide evidence of a compliant QMS.

1.5 Control of Purchasing

1.5.1 Purchasing Information

The Purchasing Department reviews all purchase orders for adequacy as appropriate. Copies of purchase orders for materials or hardware are forwarded to the recipient for verification upon delivery. Suppliers are provided with appropriate drawings, specifications and other requirements at the time of ordering. Purchase orders may be generated manually or electronically but must typically contain:

- The supplier's contact details;
- The supplier's approved supplier reference number;
- Quantity, type, class/grade of goods, service purchased;
- Special requirements, e.g., material certifications, inspections and packaging requirements.

1.5.2 Verification of Purchased Products

Verification of the purchased product is carried out through inspection of the supplied product by the end user upon delivery. Any products or services supplied wrongly, damaged or not in accordance with the purchase order requirements are documented onto a non-conformance report and processed accordingly. All purchased material which influences the manufacture of, or is intended for use as part of, deliverable products is subject to inspection and testing by receiving personnel.

Upon receipt of products; receiving personnel verify the quantity of delivered units, check marking and identification of packages, and inspect all packages for any signs of tampering or damage. If all these checks and inspections are satisfactory, receiving personnel signs the delivery receipt. If not, any shortages or damages are noted on all copies of the delivery receipts

The received containers are then moved to the designated inspection area, a copy of the purchase order is retrieved, and the packing slips are removed from the containers. Upon opening the containers, the goods are verified against the purchase order and the packing slip, and are examined visually for any signs of damage.

The purchase order is stamped '**RECEIVED**' and is signed and dated by the receiving inspector. All receiving inspections are logged in the receiving inspection log. On critical parts and components, as determined by the Quality Manager, a precision inspection and test is performed. This type of inspection includes:

1. Review of material certificates, supplier inspection records, compliance certificates relevant to the product
2. Random sampling based on statistical technique specified
3. Visual inspection to detect any damage or other visible problems
4. Performing measurements and testing against specified requirements as required
5. Recording the sample size, measurement and inspection test results on an inspection and test report

1.5.3 Supplier Returns

Any product found to be defective due to manufacture with non-conforming purchased material is identified with a **Reject Tag** and placed in the quarantine area or other suitable place whilst it is being reviewed by the Quality Manager. The outcome of the review may result in:

- Rework;
- Accept under concession;
- Rejection to the supplier.

If the product is to be rejected against the supplier, the Quality Manager reviews such rejections and determines whether to raise non-conformity report. The Finance Department is requested to provide a credit note and the product is returned. Supplier related non-conformities are discussed at the monthly management meetings. Where appropriate, some quality problem items require a Supplier visit to verify the implementation of any corrective actions.

1.5.4 Review

All purchasing process and supplier performance data is reviewed by the Technical Director and the Quality Manager. Any data that demonstrates poor supplier performance is used to justify their removal from the approved supplier list.

1.6 Forms & Records

All documentation and records generated by the purchasing and procurement process are retained and managed in accordance with the Control of Documented Information procedure.

Title & Description
Marlow Offshore Supplier Evaluation
Approved Supplier Index