

QP 3.4  
ISSUE A  
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SUBJECT : SUPPLIER EVALUATION

RESPONSIBLE :DIRECTORS  
ADMINISTRATORS

DEFINITION : Selection of approved suppliers

#### PROCEDURE

1. New suppliers are trialled for 1 job
2. Following their performance on this job, acceptable Suppliers are added to Approved Suppliers.xls (QC1) and graded:  
A – First choice  
B – Second Choice  
C – Third Choice
3. Computer Aided Production Management (CAPM) system is updated to reflect Approved Suppliers.xls (QC1)
4. Supplier problems are recorded on Problems.xls (QC7)
5. Suppliers are reviewed in the Management Review meeting

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APPROVED BY:

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DATE:

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