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|  | **MICRO PRECESSION PVT. LTD** | DOC.NO. | MPPL/QSP/PUR/02 |
| **QUALITY MANAGEMENT SYSTEM PROCEDURE** | REV.NO./DATE | 00/- |
| **TITLE: EVALUATION, SELECTION & RE-EVALUATION OF SUPPLIER** | ISSUE DATE | 26.08.2021 |
| Page No. | 1 of 3 |

**REVISION HISTORY**

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| **S.NO.** | **REV.NO** | **REV.DATE** | **REV.HISTORY** | **STATUS** |
| **1** | **0.0** | **26.08.2021** | **New Release** | **Done** |
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**EVALUATION, SELECTION & RE-EVALUATION OF SUPPLIER PROCEDURE**

**PREPARED BY: APPROVED BY:**

**MR DIRECTOR/MD**

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| **PREPARED BY: VERIFIED BY: APPROVED BY:** |

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| Page No. | 2of 3 |

1. **Purpose: -** To evaluate and select suppliers (if not specified by Customer) based on their ability to supply products meeting specified purchase requirement.

To re-evaluate a selected supplier for his continuing suitability to supply products meeting specified purchase requirements**.**

1. **Scope**: - All existing suppliers & prospective suppliers of BOM Products.
2. **Responsibility**: - HOD Purchase
3. **Definition :-**

* **MR** – Management Representative
* **IQC** – Incoming Quality Control
* **NCR**- Non Conformity Report
* **QA** – Quality Assurance
* **QMS** – Quality Management System
* **GRN**- Good Receipt Note
* **PR**- Purchase Requisition
* **RFQ**- Request For Quotation
* **PO** – Purchase Oder
* **FYI**-Financial Year

1. **Procedure:**
2. **Identification of potential suppliers through following sources :**

* Supplier approaching the company
* Customer’s recommendation
* Through personal contacts
* Market Research
* Business Directory

1. Short listing the supplier and sending supplier assessment form (MPPL/PUR/F/02) for assessing capability of the supplier.
2. Receipt of supplier self assessment form duly filled.
3. Send the Audit Team (Purchase, Quality ,Engineering, Production) for confirmation of assessment as done by the supplier.
4. Conduct the audit as per check point mentioned in the supplier Evaluation form (MPPL/F/PUR/01).
5. For New Supplier, an audit score ≥75% mark in Quality is mandatory.

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| Page No. | 1 of 3 |

Supplier Selection criteria as below

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| * If Audit Score is ≥75% recommended for further action. |
| * If Audit Score is < 75% then supplier will submit C/M report within 10 days & then re- assessment planned & done accordingly.      1. For Existing Supplier , Supplier Rating criteria as below  * Audit Score is ≥ 60 % (Passing Score) * If Audit Score is ≤50 % to 59% then supplier will submit C/M report within 10 days & then re- assessment planned & done accordingly. * If Audit Score is > 20 % & < 40 % then supplier will submit C/M report within 10 days & then re- assessment planned in 3-4 months & done accordingly. |

1. Open the vendor code of the supplier & update the approved supplier list.
2. Sending enquiry with product detail like drg. /specification, sample, required quantity & delivery schedule etc.
3. Receipt of quotation from the supplier
4. Monitor supplier plan Vs actual schedule
5. Conduct supplier audit as per plan

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| **PREPARED BY: VERIFIED BY: APPROVED BY:** |