

## Supplier Approval Procedure Approved Supplier List

(mo/yr)

Revisions					Rev:		
Letter	E.O. Number - Description				Date		
Used On	Contract#:		Your Company Name				
Prepared By:							
Your Dept:							
Your Dept:			PROCEDURE and LIST				
Your Dept:			QC-121-3				
Your Dept:			Size:	A	CAGE:		Your Form# (mo/yr) 1 of 3

Your Logo

## References:

QC-109-2, Document Archive Procedure

QC-121-4, Subcontractor Evaluation

QC-121-5, Supplier Evaluation Disposition

## Procedure:

Supplier evaluation:

The Quality or Purchasing Group forwards QC-121-4 to a Supplier

QA evaluates QC-121-4 according to QC-121-5

The evaluation package is delivered to the Document Control Center for database storage according to QC-109-2.

Supplier evaluation **is required** for (you define).

Supplier evaluation **is not required** for (you define) and 'non-deliverable' material Suppliers.

*Supplier Past experience* is determined according to QC-121-5.

A Supplier without heritage is submitted to the CAB/CCB/MRB (Board) for review. The Board has discretionary authority to approve or disapprove a Supplier based upon compliance to the terms and conditions of the P.O.

*Supplier capability/approval* can be determined by:

Listing in a (define), or

Qualification by a Major Manufacturer such as (you define), or

Supplier compliance to the terms and conditions of the Purchase Order (assessment of the quality of received supplies)

## Acceptable Practice:

Suppliers are added bi-annually to this Approved Supplier List or upon accumulation of 25 new Suppliers. Suppliers that conform to the terms and conditions of the Purchase Order may be used pending completion of the revised Supplier list.

Non-deliverable material Suppliers are added to the Approved Supplier List at the discretion of the Purchasing Manager.

Suppliers that provide process supplies or (you define) are exempt from this list with the qualification that supplies must meet purchase order and engineering drawing requirements according to receiving inspection standards.

The Purchasing Group may use a Supplier that has responded favorably to a Request for Price/Quotation prior to completion of the evaluation procedure. The Supplier's favorable response to an RFP indicates their commitment to requirements.

## Glossary:

Non-deliverable: Supplies that **are not used** to manufacture products for delivery to a Customer

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Your List of Suppliers

Your List of Suppliers

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