**Supplier and Subcontractor Evaluation**

**1.0 Purpose**

This procedure documents how Electric Conduit and Midwestern Contractors (Company) continually evaluates suppliers to ensure that purchased product conforms to requirements and subcontractors to ensure that purchased services conforms to expectations.

**2.0 Scope**

This procedure applies to all Company personnel involved in the Supplier and Subcontractor evaluation process.

**3.0 Definitions**

Company – refers to Electric Conduit Construction and Midwestern Contractors.

Corrective and Preventive Actions – documented actions determined through an audit of the Supplier or Subcontractor where improvement in their processes or non-conformances were noted.

Element – The part of a process that is currently being audited.

Subcontractor – provides labor and equipment to the Company to perform a specific, limited task.

Supplier – provides materials and/or equipment to the Company.

Supplier and Subcontractor Status List – A list kept by the Company of Suppliers and Subcontractors to determine their performance according to the score of the evaluation system on ECMW-QCD-002.

**4.0 Statement of Work**

**4.1 Supplier Evaluation**

4.1.1

The evaluation will be based on any data from previous evaluations and audits. Quality, delivery, performance and Corrective and Preventive Actions will be analyzed. Other data such as cost and responsiveness to issues may also be reviewed. Much of this data will come from feedback obtained from random audits of suppliers from document ECMW-QCD-002.

Suppliers will be re-evaluated on an annual basis. Suppliers not meeting performance criteria will be considered for Corrective Action and may be downgraded on the Supplier and Subcontractor Status List. Suppliers who demonstrate positive performance will be considered for status upgrade.

**4.2 Subcontractor Evaluation**

4.2.1

The evaluation will be based on any data from previous evaluations. Quality, delivery performance and Corrective and Preventive Actions will be analyzed. Other data such as cost and responsiveness to issues may also be reviewed. Much of this data will come from feedback obtained from Audit Evaluation Form ECMW-QCD-002.

Suppliers will be reevaluated on an annual basis. Suppliers not meeting performance criteria will be considered for Corrective Action and may be downgraded on the Supplier Status List. Suppliers who demonstrate positive performance will be considered for status upgrade.

**5.0 Records**

Records are stored for a minimum of one year.

**6.0 Associated documents**

Audit Evaluation Form - MWC-QCD-002.