

	Code	PROCESS IDENTIFICATION	Date	Document version
	KC-QA-PR-0006	PURCHASING	03/07/2021	1.0

Process Monitoring

Purpose of the process

- Purchase materials, parts and services that support production

Process pilot

Operation Manager

Scope of the process

INPUT DATA

- Evaluation criteria
- Supplier List
- Product or service need

OUTPUT DATA

- Purchase Request
- Purchase order
- Approved vendor list updated

Process instances (committees, meetings, ...)

Progress meeting
operation (weekly)

Management review
(yearly)

On demand
purchasing meeting

Resources necessary for the proper functioning of the process

Operations Manager, Purchase Clerk, Project Manager

Customer expectations		
Customers	Needs	Expectations
Customers of Kratos	Product and service specifications for design, manufacture, delivery, support, documentation	Receive quality products and services that meet customer's specifications / requirements Consistency of quality

Expectations of other interested parties		
Interested Parties	Needs	Expectations
Suppliers and Sister companies	Receive quality products and services that meet Kratos specifications / requirements Consistency of quality	Product and service specifications for design, manufacture, delivery, support, documentation
All employees of Kratos	Produce products and services.	Good work framework - Job security – Health – Safety - Training

Most critical risks of the process

Risk	Risk control method(s)
1) Not receive Purchasing items in delay	Remender to suppliers by the purchasing clerck
2) No compliance between purchase order and received item	Verify the receive item at the reception (file the guarantee inspection form)

Interfaces with other processes

Upstream process X→	Process n° 2 (Product development) - n° 1 (Business Management) – 3 (Process Management) - 4 (Shipping and receiving) – 5 (Infrastructure) – 8 (Human resources)
Downstreamp process →X	Process n° 2 (Product development) - n° 1 (Business Management) – 3 (Process Management) - 4 (Shipping and receiving) – 5 (Infrastructure) – 8 (Human resources)

Operations of the process

Description of activities			
Key activity	Responsible of activity	Means of controlling the activity (document, ...)	Means of tracking the activity (registration, follow-up...)
Create and check Purchase Request	<ul style="list-style-type: none"> Purchase Clerk 	<ul style="list-style-type: none"> Purchasing process 	<ul style="list-style-type: none"> Purchase Request Template
Create and check Purchase Order	<ul style="list-style-type: none"> Purchase Clerk 	<ul style="list-style-type: none"> Purchasing process 	<ul style="list-style-type: none"> Purchase Order Template
Submit Purchase Order to vendor	<ul style="list-style-type: none"> Purchase Clerk 	<ul style="list-style-type: none"> Purchasing process 	<ul style="list-style-type: none"> Purchase Order Template
Evaluate Vendor	<ul style="list-style-type: none"> Buyer (employees) 	<ul style="list-style-type: none"> Vendor Evaluation process 	<ul style="list-style-type: none"> Vendor Evaluation tool

Contribution of the process to the deployment of the policy

Quality Policy objectives	Measures	Targets
Customer satisfaction	Repeat business	NONE of our system is replaced by another system At least 2 congratulations per year. At least 75% of customer survey responses per year

Process monitoring

Indicator	Objectives	Target value (if applicable)	Frequency	Other means of surveillance (process review, internal audits ...)
6.01.1 – Conformity of purchased product (purchased product / received product)	Follow the Purchasing activity	100%	Yearly	<ul style="list-style-type: none"> Internal audit (1 per 3 years) last internal audit: 2020 Process review (1 per year) last process review: july 2021
6.01.2 – Quantity of Purchase Order (PO) per year	Follow the Purchasing activity	NA	Yearly	
6.02.1 – Conformity of vendors criteria	Follow vendors evaluation	100%	Yearly	