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| Instruction:  **QP-113** | Pages:**3** |
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| Authorized By: **Purchasing Supervisor** | |

**PURCHASING**

1. Purpose and Scope

**PURPOSE**

To specify the requirements needed by E.C. Styberg Engineering Co. suppliers and ensure they have the necessary facilities, technical expertise, and organizational structure to meet contractual obligations.

**SCOPE**

This procedure applies to suppliers of:

a. Materials

b. Production parts

c. Tooling

d. Production services

e. Calibration services

f. Test services

Note: The Purchasing Supervisor may also include suppliers of indirect materials, maintenance and repair supplies as well other services.

1. Definitions

**Supplier**: Company or individual that provides E.C. Styberg Engineering Co. with parts,

materials or services. Major suppliers are designated by management as having significant potential impact on quality.

**ITAR**: International Traffic in Arms Regulations, control the export and import of defense- related articles and services on the United States Munitions List (USML). These regulations implement the provisions of the Arms Export Control Act (AECA), and are described in Title 22 (Foreign Relations), Chapter I (Department of State) Subchapter M of the Code of Federal Regulations.

1. Process Owner

**Purchasing Supervisor**

**Process Designee: Quality Manager**

**Purchasing Personnel (MRO Buyer or Purchasing Supervisor)**

**4. Procedures**

**4.1 Purchasing Personnel**

**Develops Detailed Purchasing Descriptions**

Develops a purchase order for each product ordered or service required that clearly describes the product or service in terms of:

a. Type, class, grade, or other identifying factor

b. Description and means of identification, including expiration dates

c. Requirements for approval

d. Delivery date requirement

e. Calibration acceptance tolerance, number of points, range of use values must be below the lowest test points and above the highest test points.

f. Supplier procedure number of services performed

**Reviews Purchase Orders**

Purchasing Personnel review orders and all other purchasing documents to assure that they are adequate and accurately meet the specified needs, prior to their release. Where applicable, purchase orders must state “This is a rated order certified for national defense use, and you are required to follow all provisions of the Defense Priorities and Allocations System Regulations (15 CFR 350). “When applicable it is stated on the purchase orders involving U.S. Government related parts that calibration of vendor’s inspection equipments and procedures must be traceable to The National Institute of Standards and Technology. Purchasing Personnel will supply a copy of print specifications to vendors when required and when a purchase order is for a service or component which is to be used on a part that has been identified as ITAR restricted, the purchase order must state:

*“This part (or service) is a component used in an item on the U.S. Munitions list and therefore controlled by the International Traffic in Arms Regulations (ITAR).You may not export technical data, including but not limited to, prints, routings, QAR’s and specifications, associated with the purchase contract from the United States, in any manner, nor may you provide access, physically electronically or in any other manner, of such data to any foreign national individuals in your company associated with the production of the items subject to this purchase contract, located in or out of the United States, without prior written approval of The Department of State Directorate of Defense Trade Controls. Violations of these regulations may result in civil and/or criminal penalties.”*

**4.2 Quality Manager**

**Reviews Vendor’s Procedures**

Where applicable, the Quality Manager, along with appropriate personnel, will review vendor’s procedures to assure compliance to appropriate specification(s).

**5 References**

**5.1 Related Procedure**

Customer Consigned Material Control QP-116

Supplier Performance QP-115

Supplier Selection QP-114

**5.2 Reference Documents**

ISO/IATF16949 Quality Management Systems

**6. Records**

Purchase Order NP00279PUR Retain for Min. of 6 years

**8. Revisions of QP-113**

**All previous revisions in Waypoint/Powerway Program.**

Rev. 5: Added verbiage to 4.1.e to better define range of use. (Initiator: Rodney Sigman)

Rev. 6: Removed Verifies Product at Supplier Location in sec. 4.1, also removed last sentence under reviews Vendor’s Procedures sec. 4.2. (Initiator: Kate Bouchard)