

# Supplier Selection and Control

Reference: QMS DOC 8.4.1

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## 1. Scope

This procedure defines the method for selection and control of suppliers and sub-contractors to Organisation Name.

## 2. Responsibilities

The Procurement Department is responsible for this procedure.

## 3. Procedure

3.1 All suppliers and sub-contractors from whom items or services are purchased, or are likely to be purchased at least 3 times, are listed on the [Approved Vendor List](#) (AVL).

3.2 Suppliers or sub-contractors who are only engaged for a 'one-time-purchase' need not have formal approval. In this instance, the Purchasing Authority (Manager/Executive (genericline) controlling the purchase) shall be responsible for ensuring the goods or services are correct to requirements.

3.3 Suppliers or sub-contractors shall be placed upon the AVL when they have met one or more of the following criteria:

- Previous history of acceptable supply
- Evidence of employing a suitable Quality Management System
- Acceptable sample of work.

Supplier approval should be endorsed by the Procurement Department prior to listing, where necessary.

<<3.4-3.5 removed for sample purposes>>

### ***Document owner and approval***

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