



Purchasing & Supplier Control

Purchasing

Purpose and Scope

To plan, determine, review and communicate all purchasing activities, including supplier evaluation.

Responsibility

The Managing Director ensures that this procedure is implemented and maintained.

References / Forms

MYOB software

Procedure

General

Purchases for consumables, parts and services are placed and managed by the relevant manager.

Supplier Evaluation

General Suppliers

- a. All suppliers are evaluated and assessed during the purchasing cycle.
- b. Such evaluations and assessments are based on price / quality / service with the relevant criteria determined by the relevant person at the time.
- c. Such evaluations are normally via phone calls and emails and only by exception situations
- d. As needed, any situation due to a problem or improvement concerning a product or service will be escalated to a director. As deemed necessary, such an escalation will result in an Review or tabled at a management review. The item will be tagged out until resolved.

Technical Suppliers

Technical suppliers are evaluated on a case-by-case basis, normally through trials to access capability.

Supplier Review

Suppliers are reviewed using the Suppliers Register

Purchasing

- a. The relevant person places the relevant order with the relevant supplier.
- b. As needed, a purchase order is raised to comply with a supplier requirements using the MYOB software package.

Receiving

- a. Upon the receipt of goods or services, the person receiving the goods or services will check and approve the relevant delivery documentation acknowledging receipt and quantities.
- b. If during any stage of receiving or use, the product or service is found not to comply with the purchasing requirements, the service is stopped and or the product is isolated with the situation escalated.



Records

All relevant supplied data and documents are maintained by the Management System software.