

Number: MAT-3105	SUPPLIER QUALIFICATION PROCESS		
Department: Materials	Revision: 11	Publish Date: 2015-6-17	
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1.0 PURPOSE AND SCOPE

- 1.1 This process defines the methods and actions necessary to review, categorize and evaluate potential new suppliers to Indal Technologies.
- 1.2 The qualification process will classify the supplier's capabilities to supply products and/or services to Indal's requirements. This includes Suppliers providing services that are critical to process output (i.e. Technical Services, Audit Services etc.).

2.0 RESPONSIBILITY

- 2.1 Process Owner: Purchasing Manager.
- 2.2 The process owner is responsible to ensure the process is executed as outlined in this document.
- 2.3 The Quality Manager is responsible to ensure proper supplier assessments are conducted where required and supplier status is updated in the quality business system.
- 2.4 See process flow charts in subsequent sections for more details.

3.0 DEFINITIONS

- TIPQA – Indal Technologies' Business Quality System

4.0 PROCEDURE

- 4.1 All suppliers will be initially categorized based on the following methodology:
 - A – supplier is critical or strategic to the business, requires significant effort to replace (i.e. high volume machine shops, special process, customer specified and sole source)
 - B – supplier is important to the business, would require some effort to replace (i.e. low volume machine shops, special process, high volume distributors and altered off the shelf items)
 - C – supplier is not important or critical to the business, would require little effort to replace (i.e. off the shelf item distributors, low volume hardware)
- 4.2 All new qualified and approved suppliers will be directed to the Quality Requirements for Subcontractors document (QA-001) posted on the Indal

website, which outlines the product and service quality requirements for suppliers.

4.3 All supplier information is stored electronically within the Business Quality System whenever possible

4.4 See Supplier Qualification process map in section 7.0 for process steps

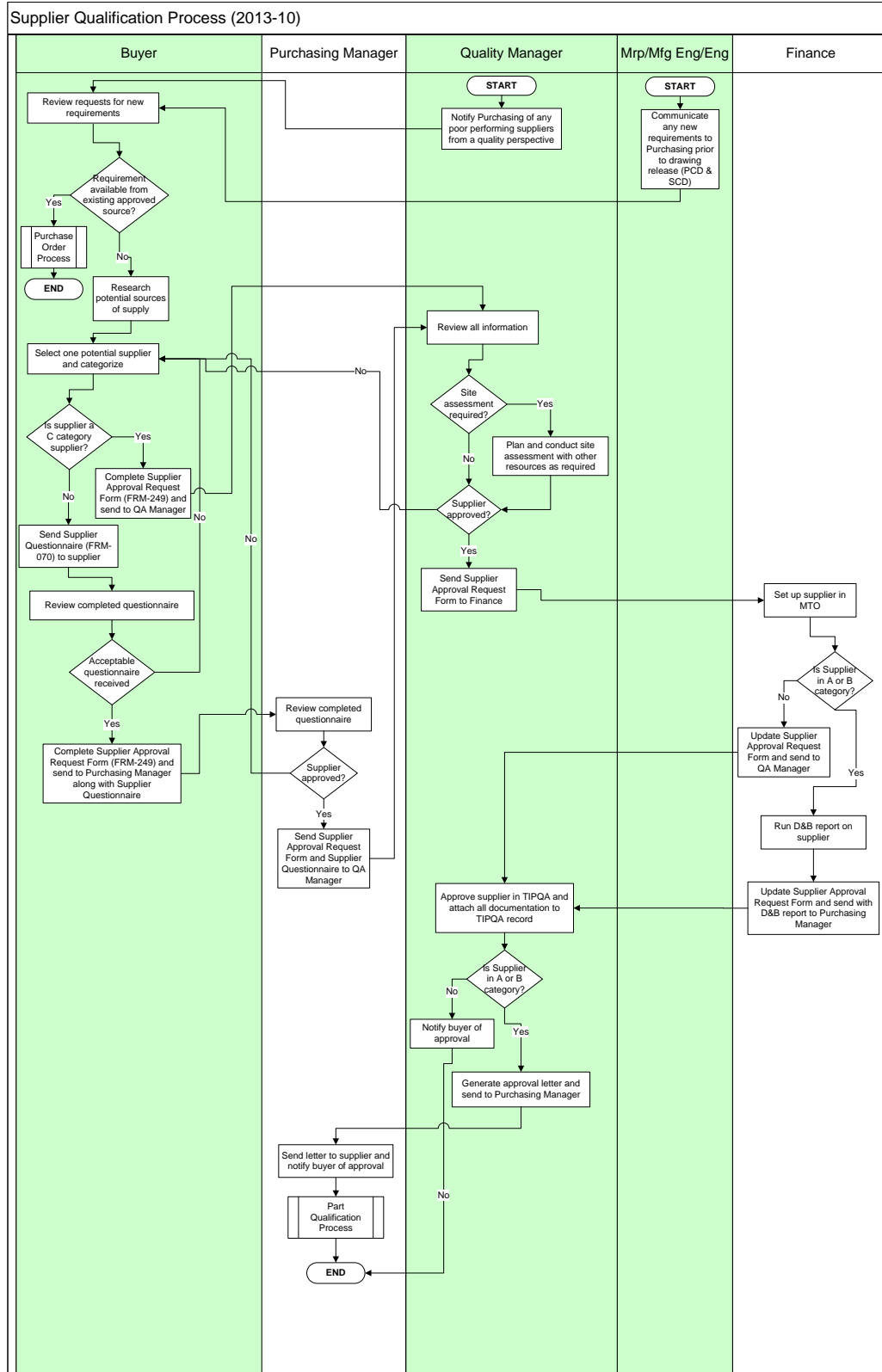
5.0 DOCUMENTATION & REFERENCES

- ITI-070 – Supplier Questionnaire
- ITI-249 – Supplier Approval Request
- ISO 9001:2008 Requirement 7.4 Purchasing Process
- TIPQA Supplier Rating Module
- QA-001 Quality Requirements for Subcontractor

6.0 KEY PROCESS METRICS

- Number of “A” and “B” suppliers

7.0 PROCESS FLOW



REVISION LOG

Rev.	Remarks <small>(Brief description of changes)</small>	Initiated By	Date: yyyy/mm/dd
7	<ul style="list-style-type: none"> • QA-008 & old MAT-3105 consolidated into one (MAT-3105) process • Process modified based on LEAN event on 2009-01-22 • Some changes in Para. 4.1 	Steve Magirias D.Stone	2009-03-25
8	Modified section 4	M. Antuchiewicz	2010-12-14
9	Modified Para's 2.1, 4.2 & Section 5.0. Updated to current format	Jeff Mulligan, S. Pautler	2013-10-16
10	Modified Paragraph 1.2 to include Service Providers	Jeff Mulligan	2015-3-31
11	Change Logo	Jeff Mulligan	2015-6-17