
1.0 Purpose/Scope

- 1.1 This procedure describes the process for controlling the procurement process at [Your Company](#) to ensure that purchased products and services, and outsourced processes conform to requirements.
- 1.2 The procedure applies to situations where the control of external providers is required ([as defined in par 5.3.1](#)).

2.0 Responsibilities and Authorities

- 2.1 The [Materials manager](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [Materials / purchasing manager](#), the [Quality team / AS steering committee](#) is responsible to identify the situations where the requirements for the control of external providers apply.
- 2.3 Additional responsibilities for the [materials manager / quality manager / purchasing department staff / receiving](#) personnel are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 References
- 3.1.1 This document relates to clause 8.4 of the AS 9100 D standard, Control of externally provided processes, products, and services.
- 3.2 Definitions
- 3.2.1 Provider: Person or organization such as a producer, distributor, retailer or vendor that provides a product or a service.
- 3.2.2 Special Processes: Processes such as heat treatment, plating, painting, and functions such as external consultants, onsite contractors, experts, that are required and that cannot be generated internally.

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the planning procedures P-810 for Operational planning and control, and P-910 for Monitoring, measurement, analysis and evaluation, this procedure addresses the control of external providers.
- 5.2 The [Quality team / AS steering committee](#) ensures that externally provided processes, products, and services conform to requirements.
- 5.2.1 [Your Company](#) is responsible for the conformity of all externally provided processes, products, and services, including from sources defined by the customer. Other responsibilities include:
- The use of customer-designated or approved external providers, including process sources such as special processes.

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- The identification and managing of the risks associated with the external provision of processes, products, and services, as well as the selection and use of external providers.
 - The application of controls to the external provider's direct and sub-tier external providers, to ensure that requirements are met.
- 5.3 The [Quality team / AS steering committee](#) identifies the situations where the requirements for the control of external providers apply.
- 5.3.1 Control of external providers is required when:
- Products and services are provided for incorporation into the [products and services](#)
 - [Products and services](#) are provided directly to the customer(s) on behalf of the company
 - A process or part of a process is provided as a result of a decision to outsource a process or function
- 5.4 The [Quality team / AS steering committee](#) ensures that external providers are evaluated prior to their selection as an approved source.
- 5.4.1 When purchased products or services have an impact on quality the providers are evaluated and selected based on their ability to supply [products and services](#) that meet requirements.
- Criteria for the evaluation, selection, monitoring of performance and periodic re-evaluation of external providers are applied.
- 5.4.2 The [Materials / purchasing manager](#), in conjunction with the [Quality team / AS steering committee](#) determines what objective evidence is needed to evaluate the providers' overall capabilities.
- Objective evidence includes consideration to the expertise and skills of persons or providers providing goods and services [and includes items such as the reputation of the providers, past performance, ISO / AS registered companies, etc.](#)
 - Consideration is also given to overall capabilities relative to the criteria of providing quality goods and services on time and at a competitive price.
 - Consideration is also given to capabilities of supplying goods and services that comply with applicable statutory and regulatory requirements.
 - Documented information of the results of the evaluations, monitoring of the performance, and periodic re-evaluations of the external providers are retained with procedure P-750 for Control of documented information.
 - Documented information created by and retained by external providers is controlled by the provider's control system and is