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EXTERNALLY SUPPLIED PRODUCTS AND SERVICES

Document No: QAP008

Revision: A

Author: Quality Services

Approval:

Date: 01/05/17

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Summary

Summary:

To ensure that purchase orders are placed for raw materials, products and process assistance in a controlled manner, with supply sources of known ability and quality status.

Responsibility:

The Directors shall be responsible for the implementation, maintenance of and adherence to the requirements of this procedure.

Procedure:

Purchase orders may be raised to satisfy a variety of needs.

- Purchase need for tooling and consumables in support of contractual requirements
- Office Consumables
- Specialised contract requirements not covered by local purchasing
- Subcontract labour and special skills purchasing

Where approved sources do not exist to meet a purchasing need, actions as shown in the Supplier Selection flow chart shall be followed.

In House Purchasing

2. Purchase needs for general office consumables are placed on local supply sources or may be undertaken via internet purchasing using company credit cards by authorized personnel.
3. Where specific purchases have been determined to meet contract requirements, the designated Project Manager shall ensure that orders are placed in a timely manner for delivery to site to ensure that project timelines can be met and that quotation pricing will be maintained.
4. Details of contract specific purchasing shall be entered into the purchase ledger spread sheet and the outgoing PO annotated with the contract number. A copy PO will be placed into the contract file in Drop Box.
5. Where the purchase of sub contracted labour or specific skills is designated by individual contracts, the Project Manager shall refer to the contract for details and arrange a review of requirements, site drawings and labour rates with the previously chosen sources.
6. On agreement, a contract shall be raised and signed off regarding the delivery of services by the approved source and a purchase order raised. Copy documents shall be placed into Drop Box and the purchase ledger updated.

Local Site Purchasing

7. Following a review of the agreed customer contract, the Project Manager shall make note of site consumables, required delivery dates, agreed sources and any budgetary constraints.

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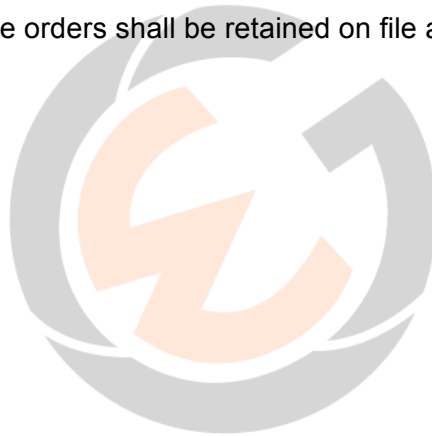
8. He shall email the designated source for a price and delivery to site.
9. On receipt of a quotation, if acceptable, he will show electronic acceptance of the quote and return it to the supplier as a requisition for authorisation to supply.
10. A copy of the accepted quotation/requisition shall be forwarded to Drop Box and the purchase spread sheet updated.

General

It is important that all communication between Grant Walker Engineering and supply sources is clear and concise to ensure a clear understanding of requirements.

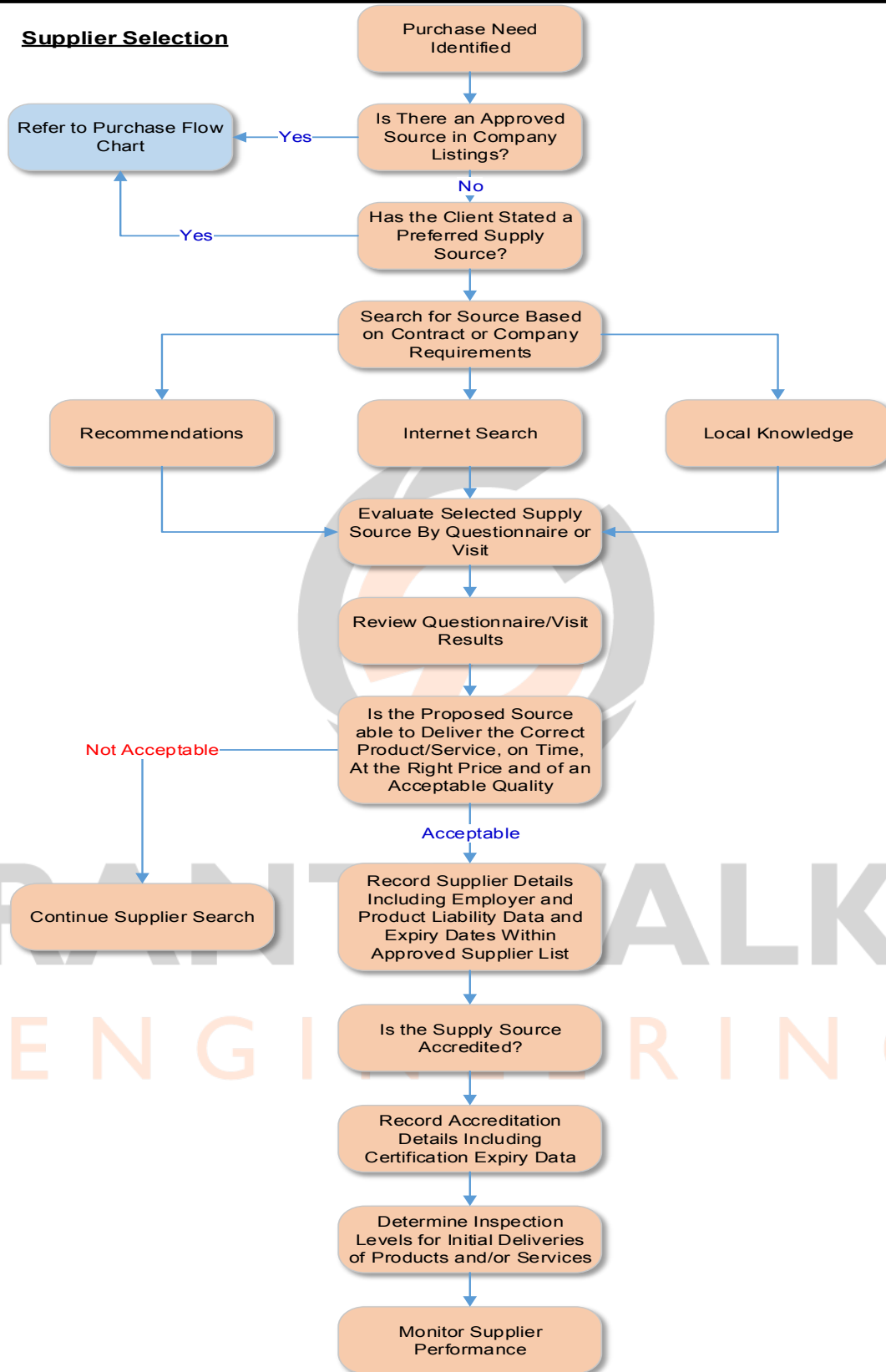
Records:

Copies of completed purchase orders shall be retained on file as electronic copy.



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Supplier Selection



Purchasing Process

