Supplier Flow Down Requirements

Details

1. Purpose

The purpose of this document is to define the flow down requirements for suppliers in compliance with ISO 9001 standards. It is intended to ensure that all suppliers meet the organization's quality management system requirements.

2. Scope

This document applies to all suppliers that provide products or services to the organization, including but not limited to raw materials, components, sub-assemblies, and finished products.

3. Responsibilities

The following responsibilities are established for the effective implementation of this Supplier Flow Down Requirements Form:

- The Supply Chain Senior Manager and Technology Solutions Manager is responsible for ensuring that all suppliers comply with the organization's quality management system requirements.
- The Supply Chain Senior manager and Technology Solutions Manager is responsible for monitoring the effectiveness of this Supplier Flow Down Requirements Form and ensuring that it is updated as necessary.

4. Supplier Flow Down Requirements

The following flow down requirements are established for suppliers:

4.1. Quality Management System Requirements

- Suppliers shall provide evidence of their compliance with the organization's quality management system requirements upon request.

4.2. Product/Service Requirements

- Suppliers shall meet the organization's product/service requirements as specified in the purchase order or contract.
- Suppliers shall provide evidence of their compliance with the organization's product/service requirements upon request.

4.3. Inspection and Testing Requirements

- Suppliers shall provide evidence of their inspection and testing procedures for products/services supplied to the organization.
- Suppliers shall allow the organization access to their facilities for inspection and testing purposes, if necessary.

4.4. Traceability Requirements

- Suppliers shall provide evidence of their traceability procedures for products/services supplied to the organization.
- Suppliers shall ensure that all products/services supplied to the organization can be traced back to their source upon request.

4.5. Nonconformity and Corrective Action Requirements

- Suppliers should have a documented procedure for handling nonconformities and implementing corrective actions.
- Suppliers shall notify the organization of any nonconformities or potential nonconformities and provide evidence of their corrective actions.

4.6. Delivery Requirements

- Suppliers shall deliver products/services to the organization in accordance with the agreed-upon delivery schedule.
- Suppliers shall notify the organization of any changes to the delivery schedule in a timely manner.

5. Documentation

Suppliers shall provide the following documentation to demonstrate compliance with the organization's quality management system requirements:

- Evidence of compliance with product/service requirements
- Evidence of inspection and testing procedures
- Evidence of traceability procedures
- Documentation of nonconformities and corrective actions taken
- Documentation of nonconformities and corrective actions taken

6. Records

Records shall be maintained to demonstrate compliance with the organization's quality management system requirements. Suppliers shall provide the following records upon request:

- Documentation of products/services supplied to the organization
- Documentation of inspection and testing results
- Documentation of nonconformities and corrective actions taken
- Documentation of delivery schedules and changes

7. Monitoring and Review

The Supply Chain Senior Manager and Technology Solutions Manager shall establish and maintain a documented procedure for monitoring and reviewing supplier compliance with the organization's quality management system requirements. This procedure shall include the following:

- Regular review of supplier documentation and records
- Regular review of nonconformities and corrective actions taken by suppliers

8. Continuous Improvement

The Supply Chain Senior Manager and Technology Solutions Manager shall ensure that supplier compliance with the organization's quality management system requirements is continually improved. This shall include the following:

- Regular identification of opportunities for improvement in supplier performance
- Regular implementation of corrective and preventive actions with suppliers