

**PROCEDURE  
FOR  
CONTROL OF  
PRE-QUALIFICATION OF  
SUPPLIERS AND SUBCONTRACTORS**




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DOCUMENT NO: SP - 10

REVISION O

AUGUST 2006

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<b>Status</b>	<b>Author</b>	<b>Agreed</b>	<b>Approved</b>
For Implementation			

## **1 PURPOSE**

- 1.1 ISO 9001 requires for companies to have procedures, as well as established and maintained documentation in place with regard to the company's evaluation and selection of contractors. This is primarily done for the purpose of insuring that all external technical services will meet requirements of the company's quality system and any other specific quality assurance requirements.

## **2 RESPONSIBILITY FOR IMPLEMENTATION**

- 2.1 Chief Executive, Project Manager and Directors of the company.

## **3 REFERENCES**

ISO 9001	Clause 4.2.1 & 7.4.1
Document No. QS-01	Quality Manual

## **4 IMPLEMENTATION**

- 4.1 This procedure is utilized in accordance to ISO 9001 Clause 7.4.1, which requires:
- evaluation and selection of suppliers/subcontractors based on their ability and compliance with the company's quality requirements
  - definition of the type and extent that the external technical services shall have on the company
  - selection of subcontractors on the basis of previously demonstrated capability and performance
  - the establishing and maintenance of acceptable subcontractors
- 4.2 The company shall give preference to those suppliers/subcontractors that have the ability to comply with the company's quality requirements, primarily on the basis of quality accreditation (e.g. ISO 9001, SABS etc.).
- 4.3 In the event of having to used new, untried suppliers/subcontractors, the company shall evaluate these new suppliers/subcontractors on the basis of:
- whether the organisation has a documented quality system
  - whether this system has been certified as conforming with any recognised quality system, either by third-party (external

organisation) or second-party (assessed by ourselves) assessment

- brief details of recent/relevant contracts involving similar services
- names and contact details of referees

4.4 The suppliers/subcontractors that have previously proven themselves to be capable in compliance with the company's quality requirements, as well as new, previously unused suppliers/subcontractors, shall both be annually reviewed for quality accreditation.

4.5 At the conclusion of work for both new and previously used suppliers/subcontractors, the company must personally assess the level of completed work. If the work is found to be satisfactory, a report must be completed, filed and stored for future reference/recommendation.

4.6 In the event that the suppliers/subcontractors' completed work does not comply with the company's quality requirements, the company must nevertheless complete a report that is to be sent to the suppliers/subcontractors, informing them of the assessment.

4.7 An example of the assessment form can be found in the Form SP 1001 (see example at Attachment SP-10/A).

4.8 Upon the conclusion of both the work and assessment of the suppliers/subcontractors, the resultant documentation will be electronically stored. Back up copies of the external quality assessments shall be made at the frequency of between a period of not more than 2 months.

## **5 ATTACHMENTS**

Attachment SP-10/A is an example of an External Quality Assessment Report (Form SP 1001).

<b>NAME OF ORGANISATION:</b>	
<b>ADRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL ADRESS:</b>	
<b>NAME OF PRINCIPAL PROJECT:</b>	
<b>PROJECT TITLE AND JOB NUMBER:</b>	
<b>DESCRIPTION OF PROJECT/EXTERNAL ORGANISATION'S CONTRIBUTION:</b>	
<b>PERFORMANCE ASSESSMENT:</b>	
<b>RECOMMENDATIONS FOR FUTURE WORK:</b>	
<b>ASSESOR:</b>	

DATE: \_\_\_\_\_  
EXAMPLE OF AN EXTERNAL QUALITY ASSESSMENT REPORT