



QUALITY DOCUMENTS

Q.P. NUMBER 2

CONTROL OF PURCHASING
LAVENDER INTERNATIONAL UK



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by:

S Young

Title: Quality Manager

Date: 01/01/16

Authorised / Approved by:

R Thompson

Title: Executive Manager

Date: 01/01/16



DOCUMENT AMENDMENTS AND UPDATES

Date Amended	Section Amended	Amendment made	Name of person inserting change
01.01.16		Numerous changes have been made to this document	S. Young

Copies of this document are sent to PCN/BINDT.
All changes are hi-lighted.

CONTENTS

1.0	Scope
2.0	Responsibilities
3.0	Raising of a Purchase Order
4.0	Approved Supplier List
5.0	New Suppliers
6.0	Ongoing Monitoring of Approved Supplier Performance
7.0	Verification of Purchased Products at the Supplier's Premises
8.0	Goods Receipt Inspection of Purchased Items
9.0	Consumables
10.0	Purchase of Publications
11.0	Ordering and Receipt of Assets
12.0	Records
13.0	Quickbooks Accounting System
14.0	International Standards and Specifications
15.0	Training and Examination Specimens
Appendix 1	Purchase Order
Appendix 2	Approved Supplier List
Appendix 3	Goods Inward Record Sheet AMP



1.0 SCOPE

- 1.1 To document the activities necessary to ensure that the Purchasing function within the UK operation of the Company is fully controlled and meets ISO 9001:2008 requirements etc.
- 1.2 The Purchasing function in Lavender USA will be covered in QP2A (currently being written and not yet issued).
- 1.3 The Purchasing function in Lavender Australia will be covered in QP2B (currently being written and not yet issued).

2.0 RESPONSIBILITIES

- 2.1 All Personnel within the Company, when purchasing goods or equipment, must comply with the requirements of this procedure.
- 2.2 All orders having a single item value in excess of £300 must be authorised by a Director, the Executive Manager, Accounts Manager, Financial Controller or Administration Manager, unless the items required are regular order consumables.
- 2.3 The Accounts Assistant is responsible for the purchase of all consumables, furniture, corporate clothing, computer and technical equipment and marketing items.
- 2.4 The Admin Manager is responsible for the purchase of all books and publications (see section 10).
- 2.5 The Financial Controller is responsible for the ordering of company vehicles and the mechanism for this is described within Financial Procedures.
- 2.6 The Quality Manager is responsible for the ordering of Standards and Specifications (see section 14).
- 2.7 On request - the Accounts Assistant is responsible for issuing and recording the application of Purchase Order Numbers to other company personnel who may wish to place purchase orders with our approved suppliers – except as outlined for company assets (see 3.1 b. below). She records the Purchase Order Numbers on a Purchase Order Log which is kept with the blank Purchase Order sheets.
- 2.8 The Accounts Assistant is responsible for entering Purchase Orders on the company's QuickBooks accounting system and initialling each Purchase order in red to signify that this has been done.



- 2.9 The Quality Manager is responsible for the maintenance of the company's Approved Suppliers list.
- 3.0 The Accounts Assistant is responsible for updating the asset register - but responsibility is allocated to each department to notify her of any changes and carry out audits of the asset lists on a regular basis.

3.0 RAISING OF A PURCHASE ORDER

- 3.1 Determine requirement to purchase item.
 - a. Is it a regular supply from an approved supplier or under £300?
 - b. Is it classed as a company asset (single item worth £250 or more or a Computer, irrespective of cost – see definition of an asset below at section 3.6)? If yes, the Accounts Assistant will obtain a quote if required and raise a Purchase Order, where appropriate.
- 3.2 Raise Purchase order (Appendix 1) and normally telephone or email requirements, together with the relevant Purchase Order number, to the relevant Supplier (who should preferably already be listed on the company's authorised Approved Supplier's List).
- 3.3 The company uses pre-printed, pre-numbered Purchase order pads.
- 3.4 All Purchase Orders (except for regularly ordered consumables) with a single item value in excess of £300 must be authorised as indicated in Section 2.2 of this procedure.
- 3.5 If a written Purchase Order is required by the Supplier, this note is raised and sent to Supplier, normally by email with a copy held on file.
- 3.6 If the item ordered is an asset, now proceed as per section 11.0 of this procedure.

Note: This Company defines an asset as follows: an item belonging to the business of resalable value which is included on the Asset Register.

4.0 APPROVED SUPPLIER LIST

- 4.1 All existing Company Approved Suppliers are contained on a list that is maintained by the Quality Manager (See Appendix 2).
- 4.2 These existing Approved Suppliers were initially evaluated to determine their ability to satisfy our purchasing needs; and have proven their worth over a long period of time and over a large number of supplies.



- 4.3 Their continuation on this list will depend upon criteria identified in Section 6 of this Procedure.
- 4.4 The list will include the scope of agreed supply.
- 4.5 The list may be subject to amendment/update from time to time - to reflect the acceptance of new Approved Suppliers.
- 4.6 Approved Suppliers and their continuation on our authorised list is an ongoing agenda item at the Management Review Meetings that are held to satisfy ISO 9001:2008 Section 5.6 requirements.
- 4.7 Purchases will also be made on an ad hoc basis from proprietary suppliers not on the Approved Supplier list.

5.0 NEW SUPPLIERS

- 5.1 If a new Supplier is only to be used on an irregular or trial basis the initial approval of this new Supplier may be authorised by a Director, and they may not necessarily be entered onto the Approved Supplier's List.
- 5.2 If it is judged that any new Supplier will become to be used on a more regular basis then an initial trial order (authorised by a Director) will be placed.
- 5.3 If this trial order is deemed to be successful then the Supplier will eventually be added to the Approved Suppliers List by the Quality Manager and will thereafter be subject to ongoing supplier performance checking in line with all other Approved Suppliers – see the following section.

6.0 ONGOING MONITORING OF APPROVED SUPPLIER PERFORMANCE

- 6.1 If goods (or services) are received (or provided) that do not meet our Purchase Order requirements (or are defective or deficient in any way), a Non-Conformity Record (QD 112) will be raised.
- 6.2 Supplier problems shall be discussed with the Directors (as they arise or at subsequent Quality or Management Review Meetings) and further action agreed as necessary. This could result in the removal of Approved Suppliers from our authorised list where attempts to agree corrective and/or preventive actions with each offending Supplier prove unsatisfactory.



7.0 VERIFICATION OF PURCHASED PRODUCTS AT THE SUPPLIER'S PREMISES

- 7.1 There is no foreseeable necessity for the Company's customers (or our Certification Lead Bodies) to verify our purchased products at source.
- 7.2 However, if the need arises (say for any subcontracted training, or examination service that might affect our own approvals/accreditations etc.), then the necessary arrangements will be made and will be contained within the Purchase Orders that cover such supplies.

8.0 GOODS RECEIPT INSPECTION OF PURCHASED ITEMS

- 8.1 The Accounts Assistant will review the Delivery Note and the items that are actually received against their respective Purchase Order for goods which she has ordered. If the goods received are those ordered and they are received in a satisfactory condition etc. the Accounts Assistant will sign and date both the Delivery Note and Purchase Order to indicate this.

Note: Computers are delivered directly to Praxsoft and the delivery note is checked by them against the item prior to configuration.

- 8.2 The Delivery Note and Purchase Order are held in the Accounts Office pending receipt of the invoice and are then filed on Docman.
- 8.3 On receipt of the invoice this is checked against the Purchase Order and Delivery Note then passed for payment if correct. Any discrepancies will be resolved with the supplier. See also 8.4 below. Once processed the hard copy invoice is retained in the Accounts Department and subsequently filed on Docman in accordance with WI 14.
- 8.4 Should any non-conformities be encountered with any received supplies then the action identified with sections 6.1 and 6.2 of this procedure above shall be taken.
- 8.5 See also sections 10.0 (Books, Publications and other On-line Shop Items) and 14.0 (International Standards and Specifications).
- 8.6 Receipt of goods inward at AMP

8.6.1 AMP Reception will ring the UT office and advise that a delivery has been received. The Administrative Assistant or one of the tutors will sign for the delivery at the AMP Reception and bring it to the office. The Delivery Note will be signed and dated and all details of the delivery will be added to the Goods Inwards Spreadsheet by the Administration Assistant (Appendix 3). Should the Administration Assistant not be available to sign for a delivery, whoever signs for it



must sign and date the Delivery Note and leave this on the desk of the Administration Assistant in order that this may be added to the Goods Inwards Spreadsheet.

8.6.2 The signed Delivery Note will then be placed in the box to go back to Penistone Office for the attention of the Accounts Assistant to check against the appropriate Purchase Order.

8.6.3 The item is then distributed to the appropriate person/purchaser. Stationary items and training packs are under the control of the Administration Assistant. Consumables and other items are under the control of the tutor/purchaser as applicable.

9.0 CONSUMABLES

Technical Consumables

- 9.1 It is the responsibility of the Technical Department to maintain adequate stocks of consumables and other ancillary items used for training and examination.
- 9.2 On a monthly basis a stock check sheet is issued by the Quality Department and a stock check is carried out by the Maintenance Technician (MT & PT) and one of the NDT Tutors (Radiography) and the requirements passed to the Accounts Assistant who then orders the required items to replenish stocks.
- 9.3 The NDT Technician (MT & PT) and one of the NDT Tutors (Radiography) is responsible for ensuring that all consumables are properly and safely stored and are identifiable in terms of date of receipt within the inflammable stores.
- 9.4 Appropriate Health and Safety Data Sheets for all items subject to COSHH Regulations shall be obtained and maintained (both within the areas in which such products are used and by the Quality Department (see also Company Procedure QP5).
- 9.5 Consumables in stock and in use within the company's facilities shall be checked by the Quality Supervisor during the monthly Health and Safety checks for external signs of container damage, leaking or other circumstances that might lead to cross contamination or Health and Safety hazards and appropriate actions are taken where deemed necessary.

Office Consumables

- 9.6 Office consumables are ordered on a rolling basis under a monthly blanket purchase order which is completed at the end of each month to encompass the entire order.



9.7 Orders are placed on-line with Complete Office Supplies by the Accounts Assistant.

9.8 Goods received are checked against the on-line order record and the relevant delivery note by the Accounts Assistant.

10.0 BOOKS, PUBLICATIONS AND ON-LINE SHOP ITEMS

10.1 A stock check of Books, Publications and on-line shop items is carried out on an ad-hoc basis by the Admin Manager.

10.2 All publications, books and on-line shop items are ordered by the Admin Manager following the procedure outlined in section 3.0 of this document. Orders are placed on-line and paid for using American Express Credit Card.

10.3 Upon receipt items are checked against the delivery note/invoice by the Admin Manager.

10.4 Should any non-conformities be encountered with any received supplies then the action identified with sections 6.1 and 6.2 of this procedure above shall be taken.

11.0 ORDERING AND RECEIPT OF ASSETS

11.1 On receipt of a signed Purchase Order the Accounts Assistant will record the details on the Asset Database and on Quick Books and generate a bar code label. The label will be given to the person who has requested the item and it is their responsibility to attach it to, or keep it with, the item upon receipt as appropriate.

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12.0 RECORDS

12.1 A record of all Purchase Orders that have been placed and fulfilled will be held on Docman and Accounts maintain a Purchase Order Ledger on the QuickBooks accounting system showing the costs of all purchases made.

13.0 QUICKBOOKS ACCOUNTING SYSTEM

13.1 Lavender International use the QuickBooks Accounting Software System for all accounts related processes.

14.0 INTERNATIONAL STANDARDS AND SPECIFICATIONS

14.1 Lavender International order all standards and specifications from ILI/SAI Global with whom we have three accounts:



- Purchase Order account
- Automatic updating Account
- Download Account for ASME and ASTM documents

14.3 In addition to a purchasing account we also have an updating account with this supplier whereby allocated standards and specifications are automatically sent to us on update.

14.4 If a specification is required, the request is sent to the Quality Manager who checks whether we already own the document. If not, the document is ordered via the ILI/SAI Global website following the procedure outlined in section 3.0 of this document.

14.5 These are generally sent to us in the form of hard copy apart from ASME and ASTM documents which are obtained via download.

14.6 Upon receipt, these items are checked against the order and, if acceptable, subsequently controlled in accordance with QP9.

15.0 TRAINING AND EXAMINATION SPECIMENS

15.1 See WI 10 for details of procurement of specimens.

15.2 Specimens are ordered following the procedure outlined in section 3.0 of this document. Orders may be placed either by the Accounts Assistant or the originator of the order.

15.3 Upon receipt orders are checked against the delivery note and the item by the originator of the order.

15.4 Should any non-conformities be encountered with any received supplies then the action identified with sections 6.1 and 6.2 of this procedure above shall be taken.



APPENDIX 1 **PURCHASE ORDER**



**Lavender
International**

LAVENDER INTERNATIONAL NDT
UNIT 7
PENISTONE STATION
SHEFFIELD S36 6HP
Tel: (44) (0) 1226 765769
Fax: (44) (0) 1226 760707
E-mail: nicola@lavender-ndt.com
Web: www.lavender-ndt.com

Supplier.....

Address.....

.....

.....

.....Postcode.....

Purchase Order

No. **10787**

Your Reference		Internal use only		Date	
Quantity	Description	Code No.	Unit Cost	Value (£)	

Lavender International NDT Ltd
VAT Registered No. 391 1414 69 Registered in Cardiff No. 1872624

Special Instructions

Signed..... For and on behalf of
Lavender International NDT Ltd.



APPENDIX 2
APPROVED SUPPLIER LIST

Supplier	Scope of Supply
Accessible Marketing	Marketing Consultant
Active Voice	Telephones
Advanced Manufacturing Park	UT Facilities
AJ Training	Computer software training
Alliance Fire Protection (North) Ltd	Fire Extinguishers
Allstar Fuel Cards	Fuel Cards
Amazon	Various
Appollo Fuels	Oil fuel
Argyll-Ruane	NDT Examinations
Helen Armitt	storage
ASNT	Publications
Astromed	Test equipment
Aviva/Norwich Union	Healthcare Insurance
AW Engineering	Samples/equipment
BIFFA	Waste Disposal
Bike 2 Work Scheme	Bicycles
BINDT/PCN	Training & Exam Approvals, Advertising
Broadfield Signs	Signage
Calculators Direct	Calculators
Caspian Media	Marketing
CD Autos	Car Repairs
The CGL	Mouse mats
Challenger	Mobile Phones
Chemetall	NDT Consumables
Chesterfield Special Cylinders	Samples/steel pipes
Complete Office Solutions	Office supplies
Computastat Group Ltd	Mouse Mats
Copier Systems	Printer/Copier
Corton Bashforth Screen Print	Rulers
Countrywise	Bottled water systems
CPC	Head torches
Cromwell Tools	Chinagraph pencils
Display Link Ltd	Banners etc.
Steve Draper	Internal Auditor
Deborah Elford, Timebusiness	Financial Analyst
DHL	Courier service
Ellipse	Company Life Insurance
Enterprise Car & Van Hire	Car/van hire
F&G Travel	Taxi service
Farnell	UT cable/connectors



FeldWeld (Steve Fielding)	Weld Inspector Examiner
Flouch Engineering	Test & calibration samples
SD Francis	ET Examiner
GE Inspection Technologies	UT equipment
Generate Print and Design	Printing
Gilligan Engineering	Isotope and Radiography
Phil Green Engraving	Signage
Green Kleen	General hardware products/key cutting
Hacketts	Flowers
Hawsons Accountants	Accountants
Hellios Information	Babcock procurement
HMA	Marketing
Insight	Computer equipment
IOM/Institute of Materials	Marketing/Advertising
Johnson & Allen Limited	Equipment Calibration
Just Gloves/Value Products	Safety gloves
KDA Wholesale	General & maintenance supplies
HLW Keeble Hawson	Company Solicitor
Kiddivouchers	Childcare vouchers
Macca's Travel	Taxi Service
Maldertone	Utilities/Rent
Irene Mason	Cleaner Unit 8
Dr Andrew McKenzie	IRR Medicals
Mimeo Ltd	Printing & distribution of training notes
Minder Alarms	Fire and burglar alarm installation & maintenance
NDT Maincal	RPA services Radiography equipment repairs/calibration
Network Rail	Landlord
Nicholson Roberts	Building Services
Olympus Industrial	Advanced UT equipment
P&A	Taxi Services
PASS Ltd	PAT tester calibration
Penistone Engineering Supplies	Workshop equipment



Penistone Tyres	Tyres
Pepvend	Vending machines
Phoenix Inspection Systems	UT probes etc
Powergen/Eon	Electricity
Praxsoft	Computer installation and maintenance Bespoke software
Printerland	Printer Cartridges
Property Matters	Gardening
Prosafe	Health & Safety Consultancy
PHS Waste Management	Waste Chemical disposal
Progressive Safety Wear and Clothing Ltd	Safety clothing
RPL Ltd	Fume extraction systems installation and maintenance
Richard Gilbourne Engineering Ltd	Corrosion Samples
SAI Global	Standards and publications
Saint Promotions Ltd	Merchandising
Salmirante/NDT Cabin	Advertising
Self-Store Solutions	Off-site storage
Sky	TV
MD Smith	Plumbing/Heating
Sonaspection	Training and Exam Specimens
Sonatest NDTs	Couplant
Steel City Marketing	Merchandising
Surefreight	Shipments
Technology Design	Advanced UT equipment
Tesco	Tea/Coffee/General
Testrade Limited	Radiography equipment and consumables
Trevor Iles	Cleaning consumables
3-E NDE	MPI/UT Consumables
TNT	Courier Services
TWI	NDT training & Exams
UPS	Courier services
Vortex	Corporate clothing
Wet 'n' Windy	Building Services
Les Young	Consultancy Service



APPENDIX 3

GOODS INWARD SPREADSHEET AMP

	DATE RECEIVED	SENDER	CONSIGNMENT NUMBER/DELIVERY NOTE	RECEIVED BY	ADDRESSEE	CONTENTS	COMMENTS	MISC INFORMATION
1								
2								
3								
4								
5								
6								
7								
8								
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