**Purpose**

To establish the Supplier Quality Assurance requirements of GRS on external suppliers used for supplying materials, goods and services

**Scope**

Applies to all GRS suppliers

**References**

BS EN ISO 9001: 2015 Clause 8.2.2 Determining the requirements for products and services

BS EN ISO 9001: 2015 Clause 8.2.3 Review of the requirements for products and services

BS EN ISO 9001: 2015 Clause 8.2.4 Changes to requirements for products and services

**Definitions**

In the vocabulary used in ISO 9000:2015, the term organization now replaces the term supplier. However, in this document the term supplier is maintained in order to differentiate between it and GRS and because the term is common throughout GRS documentation.

The term customer refers to the immediate customer of the supplier, which may be GRS or a supplier to it.

**Procedure**

GRS is dedicated to continuous improvement in the quality and integrity of its products and services and to the satisfaction of its customer requirements and expectations. The suppliers’ contribution to this approach through the quality and reliability of their products and services is a prerequisite.

These requirements are additional to the Purchase Order and do not replace or alter any of the terms and conditions covered by the order, or other contractual requirements. If there is conflict between these requirements and the purchase order or contract, then the purchase order / contract shall take precedence

GRS requires each supplier and their sub-tier suppliers to comply with the quality requirements set out in this document and other applicable documents, and to maintain a quality system that ensures supplies and services comply with all requirements.

All products supplied must meet the requirements of the purchase order.

Enquiries concerning the content of this document and other referenced documents should be referred to the GRS Supply Chain Manager / Buyer responsible for the Purchase Order.

**Fundamental Requirements from the Supply chain**

It is the responsibility of all suppliers to ensure that:

* They understand the requirements of the purchase order, and all the terms and conditions quoted on it
* They understand all specifications, process requirements, inspection and verification instructions, relevant technical data and adhere to them completely
* They deliver product which conforms to all quality, delivery and cost expectations of GRS

**The Quality Management System**

As a minimum, the QMS must conform to BS EN ISO 9001:2015, and be certified by an accredited company. For the requirements of GRS accreditation for a certifying body must be by an organisation registered with the International Accreditation Forum (IAF), e.g. UKAS within the UK.

Suppliers that do not hold suitable accreditations may still be used by GRS subject to their ability to demonstrate objective evidence of:

Contract review (to include risk mitigation and configuration management), traceability, record

retention and documentation / change control, internal auditing, effective corrective action & root cause analysis implementation, management commitment, to supply fully to the Purchase Order requirements – including delivery of purchased product to customers with a Certificate of Conformity, where applicable.

**Quality Assessment**

Suppliers will be assessed by GRS at regular intervals. In order for these assessments to be meaningful to both GRS and the supplier, it is essential that any corrective actions raised are resolved with adequate corrective actions within the timescale agreed at the time of the audit.

Failure to carry out these actions may result in suspension of GRS approval or action as seen appropriate by a GRS Director.

**Control of non-conforming product**

The supplier shall have no discretionary power to depart from the specification requirements on the purchase order.

Where the supplier has any reason to suspect non-conformance of any delivered product, then the supplier shall immediately notify a GRS Director.

**Packaging**

Packaging containers will be dependent upon the size, weight and fragility of the components being packed. It is the responsibility of the supplier to ensure that the packaging is adequate to protect the components during transportation, handling and storage.

**Audit by GRS**

The Supplier shall grant any person authorised by GRS, including its Customers, Statutory and Regulatory Authorities, and other third parties authorised and approved by GRS to enter any works, warehouse or other premises under the Supplier’s control for the purpose of audit, surveillance, inspection of any tools or materials procured or used for the manufacture or production of materials or minerals. GRS agrees to give the Supplier as much prior notice as reasonably possible

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