

STANDARD OPERATING PROCEDURE : AMF



SOP No AMF/AQ/8.4/001	8.4. CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS, & SERVICES	REV No NIL
INITIAL ISSUE DATE 28-07-2017	EXTERNAL PROVIDER & LOCAL VENDOR ASSESSMENT	REV DATE N/A

AMF QUALITY SYSTEM REQUIREMENTS

Following are the requirements to be satisfied by the Supplier (External Provider) / Sub-Contractor (Local Vendor) of AMF:

1. The processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);
2. The approval of products and services, methods, processes, equipment, and the release of products and services;
3. Provide inspection and testing criteria for acceptance by AMF.
4. Notify AMF about non-conformance product or material supplied.
5. Obtain approval from AMF of changes in product / process.
6. Access by AMF, its customers and regulatory authorities be ensured to applicable areas of all facilities involved in the order and to all applicable records at any level of the supply chain;
7. Provide Objective evidence of the quality of product.
8. To ensure product conformance to specified requirements.
9. To provide manufacturing date and Lot number.
10. To provide shelf life and expiry date as applicable
11. Competence, including any required qualification of persons;
12. The external providers' interactions with the organization;
13. Control and monitoring of the external providers' performance to be applied by the organization;
14. Verification or validation activities that the organization, or its customer, intends to perform at the external providers' premises;
15. Supplier (External providers) apply appropriate controls to their direct and sub-tier Suppliers (external providers), to ensure that requirements are met.
16. Design and development control;
17. Special requirements, critical items, or key characteristics;
18. Test, inspection, and verification (including production process verification);
19. The use of statistical techniques for product acceptance and related instructions for acceptance by the organization;
20. To provide Material / Metallurgical test reports along with raw material for traceability through Lot / Batch No. External Provider will also provide date of manufacture of provided Lot / Batch No of raw material.

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21. The need to:

- (a) Implement a Quality Management System;
- (b) Use customer-designated or approved external providers, including process sources (e.g., special processes);
- (c) Notify the organization of nonconforming processes, products, or services and obtain approval for their disposition;
- (d) Prevent the use of counterfeit parts;
- (e) Notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization's approval;
- (f) Flow down to external providers applicable requirements including customer requirements;
- (g) Provide test specimens for design approval, inspection/verification, investigation, or auditing;
- (h) Retain records (documented information), including retention periods and disposition requirements;

22. ensuring that persons are aware of:

- (a) Their contribution to product or service conformity;
- (b) Their contribution to product safety;
- (c) The importance of ethical behavior.

Note: One copy be provided to all Suppliers / Sub-Contractors.