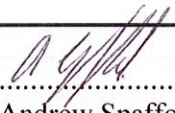
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## DOCUMENT APPROVAL

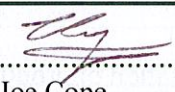
### Author's Signature:

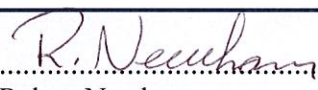
Your signature indicates that this document has been prepared in accordance with company standards or guidelines and adequately reflects the tasks and deliverables necessary.

<b>Signature</b>		<b>Date</b>	30 <sup>th</sup> Oct - 2018
<b>Print Name</b>	Andrew Spafford		
<b>Title</b>	Procurement Manager		

### Reviewer's Signature:

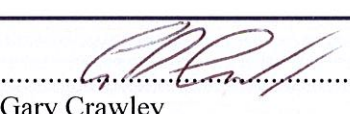
Your signature indicates that, you have reviewed this document and that it accurately and completely reflects the tasks and deliverables necessary.

<b>Signature</b>		<b>Date</b>	30 OCT 2018
<b>Print Name</b>	Joe Cope		
<b>Title</b>	Quality Engineer		


<b>Signature</b>		<b>Date</b>	30 <sup>th</sup> Oct - 2018
<b>Print Name</b>	Robert Newham		
<b>Title</b>	Operations Manager		

### Quality Assurance/Compliance Approver's Signature:

Your signature indicates that this document complies with company standards or guidelines; and that the documentation and information contained herein complies with applicable regulatory, corporate, divisional/departmental requirements, and current Good Manufacturing Practices.

<b>Signature</b>		<b>Date</b>	31 Oct 2018
<b>Print Name</b>	Gary Crawley		
<b>Title</b>	QA & Systems Manager		

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## 1.0 PURPOSE

- 1.1. To define the procedures used to assess, approve, monitor and develop suppliers to ensure satisfactory supply of product / service.

## 2.0 SCOPE

- 2.1. This procedure applies to all products & services that could have an effect on the management system or product supplied by AEU and where approval is practicable
- 2.2. Exclusions where approval may be considered as impracticable could include for example, hospitality providers, vehicle fuel suppliers, large software providers, providers of single source products or standard, off the shelf engineering components etc.

## 3.0 TERMS, DEFINITIONS & ABBREVIATIONS

- 3.1. **EFACS:** An XML, Java and browser based business software used by AEU
- 3.2. **Product or process critical:** Any item that has direct impact to the realisation of product or services provided by Advanex Europe Ltd (Material, packaging, specialist contractors etc)
- 3.3. **AEU:** Advanex Europe Ltd, includes all sites and subsidiaries.

## 4.0 HEALTH, SAFETY & ENVIRONMENTAL

- 4.1. Health, Safety and Environmental conformance will be a criteria against which all suppliers vendor assessments
- 4.2. It is the responsibility of any person performing a supplier assessment to ensure that any H & S requirements applicable to the site being assessed are understood and followed.

## 5.0 ASSOCIATED DOCUMENTS

- 5.1. Critical Vs Non-Critical Suppliers Flow – AEU00630
- 5.2. Supplier Questionnaire AEU00119

## 6.0 PROCEDURE

### 6.1. Vendor Selection & Assessment

- 6.1.1. When the situation determines that a new vendor is necessary the Procurement Manager or appointed nominee will issue a supplier questionnaire to the vendor
- 6.1.2. Upon receipt of the completed form, it will be assessed by the finance department to perform a financial assessment
- 6.1.3. As further assessment is performed by the QA department to assess the quality, health, safety and environmental systems of the potential vendor
- 6.1.4. The level & scope of the assessment will be set by the QA & Systems Manager or appointed nominee and will depend upon the product or service being provided.

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6.1.5. Where possible, a potential supplier will be approved to ISO 9001 and 14001 by an accredited assessment body, and will be able to supply a certificate to this effect.

6.1.6. If this is not the case, the following applies.

6.1.6.1. Vendors from whom a completed form is considered to be unsatisfactory are advised as such and a more detailed survey of their management system is performed.

6.1.6.2. This more detailed survey may entail a visit by the Quality Assurance Manager or a designated nominee to determine how well a vendor can provide to the company's requirements.

6.1.6.3. Any survey of a vendor's capability is carried out within the context of ISO 9001 & ISO14001 but will also include any additional requirements.

6.1.6.4. Special attention is directed to the vendors basic capabilities for providing acceptable items and their Quality and environmental Control / Assurance facilities.

6.1.6.5. The results of the survey are reported to the potential supplier.

6.1.6.6. Any requirement for improvement will be included within the report and an action plan requested.

6.1.6.7. The result of the audit will be decided by the Quality Assurance & Systems Manager or appointed nominee and will be either:

6.1.6.7.1. Not approved

6.1.6.7.2. Conditionally approved

6.1.6.7.3. Approved

6.1.7. In the event of a new vendor being required urgently, a temporary approval can be issued by QA to enable the new vendor to be used and assessed by performance for an agreed period.


6.1.8. Records of all assessments will be retained within the relevant supplier file on EFACS

6.1.9. The Quality Assurance & Systems Manager or appointed nominee will activate the supplier to the approved supplier list on EFACS if the assessment result is satisfactory.

6.1.10. A general description of the products or services that the supplier is approved for is added to EFACS. This may be the scope of registration for a vendor with an approved management system. Once this has been completed the supplier can be moved from Hold status on the EFACS system.

6.1.11. If the assessment is unsatisfactory the supplier will be informed of the reasons for the judgement and advised of actions required to meet AEU's acceptance criteria.

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6.1.12. Where required AEU will endeavor to assist the potential supplier to improve in relation to any identified areas of weakness.

6.1.13. The Company reserves the right to carry out periodical appraisals of all their vendors to ensure continuity standards and establish the suppliers need for assistance or improvement.

6.1.14. Vendor approval does not automatically approve or qualify a supplied product or service, only the management system of the supplying company.

6.1.15. Where required, additional product testing and approval activities will be performed

## 6.2. Vendor Performance

6.2.1. The performance of product or process critical vendors will be assessed on the following criteria, each month.

6.2.1.1. Delivery performance

6.2.1.2. Quality of Supplied Product or service.

6.2.1.3. Documentation

6.2.2. The assessment is based on the affect or potential impact on the performance of Advanex Europe. Where mitigation has been implemented a more tolerant assessment of acceptability will be applied.

6.2.3. If it is identified that a supplier has let the Company down in any of the above areas, to an unacceptable degree, the supplier will be contacted and any weaknesses discussed. Where required assistance from AEU may be offered to help the supplier to develop and improve.

6.2.4. When it is apparent a supplier is unwilling to improve the vendor may be suspended on EFACS and alternative vendors shall be sourced and evaluated in accordance to section 4 of this document.

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