Purpose

This procedure defines the process for the selection and purchase of services and supplies. This procedure is also used for reception and storage of supplies.

Scope / Field of Application

This procedure applies to all purchases/acquisitions of services and supplies made by the laboratory.

Definitions and Acronyms

Purchase Order – Document used for procurement of equipment, supplies, or services.

Qualification Process – Process of demonstrating whether an entity is capable of fulfilling specified requirements.

Grade – Category given to product having the same functional use but different requirements for quality.

Responsibilities

The responsibilities of individuals who will perform the process described in this procedure are detailed in the following Procedure section.

Materials Required

Doc# 4-6-1-D1, Purchase Order

Log# 4-6-4-L1 Approved Vendors List

Form# 4-6-1-F1, Vendor Evaluation Forms

Procedure

1. The information on the Purchase Order Identifies suppliers with the following information, as applicable:
   - name of material

- vendor's name and address
- quantity

2. Copies of Purchase Order are forwarded to the Finance Officer.

3. The Purchase order record, receiving documents, and any certifications are used as control over the material being received.

4. The laboratory is responsible for checking shipments of materials received for the correct quantities, for certification, if required, and to match the packing slip against the Purchase Order.

5. Materials are subjected to incoming inspection procedures to determine if they meet specifications. If a discrepancy is found that could affect the quality of laboratory output, the material is replaced and a disposition record is kept. Incoming goods and services shall not be used until conformance with specification has been verified.

6. The container is initialed and labelled with the date of receipt and expiration date. No reagents, chemicals, standard solutions, or other time-sensitive materials should be used after the expiration of the assigned shelf-life date.

7. **Note** – If no expiration date is available, the laboratory assigns an expiration date (e.g., 5 years, or (NED) no expiration date).

8. Laboratory personnel monitor the inventory material for approaching expiration date.

9. As supplies are used, the Log# *5-4-2-L1, chemical inventory* is updated to prevent running out of stock.

10. Performance and Form# *4-6-1-F1, Vendor Evaluation Forms* are reviewed for trends in vendor performance and to ensure high quality materials and supplies are accepted.

11. Vendor Evaluation Forms shall be completed and evaluated annually in December by the Technical Leader/Quality Manager or designee. These Forms shall be completed on any vendor each Technical Leader/designee or Quality Manager/designee has purchased from during the evaluation period.

12. An approved vendors list Log# 4-6-4-L1 Approved Vendors List shall be updated and Maintained by Laboratory Section Technical Leaders and Quality Manager or designee.

13. The user of an in stock material or supply checks to ensure the material is properly identified and has a current shelf-life expiration date. When more than one container of a material is in stock, the oldest is used first.

14. When the quality of media, reagents, chemicals, solutions or solvents are checked against standards as part of the test method they are used in, they are not checked prior to placing them in storage, other than to validate the identity, shelf-life, or certification, as covered in the steps above.

15. Suppliers of certified reference materials (standard weights) used in the yearly balance study shall be certified by one of the following:

    a. A National Metrology Institute that is a signatory to the BIPM-CIPM Mutual Recognition Arrangement with the calibration performed listed in the Appendix C of the BIPM key comparison database (KCDB)2 OR
    b. A reference material producer that is accredited to ISO Guide 34:2009 by an accrediting body that is a signatory to a mutual or multilateral recognition arrangement in a ILAC recognized regional accreditation cooperation or the ILAC Mutual Recognition Arrangement, with a scope of accreditation covering the certified reference material.

Documentation

Records for purchasing include:

Required Record	Custodian
Purchase order	Technical Leader/Designee
Chemical Inventory	Technical Leader/Designee
Vendor Evaluation form	Technical Leader/Designee
Approved Vendors List	Technical Leader/Designee

Reference Procedures

Test methods specifying the requirements or grade of supplies.

References

Garfield, F.M., Kleska, E., Hirsch, J. 2000. Quality Assurance Principles for Analytical Laboratories. 3rd Edition. AOAC. Gaithersburg, MD.

REVISION HISTORY		
CURRENT VERSION	**EFFECTIVE DATE**	**SUMMARY OF CHANGES**
1	2016/07/01	Original Version
2	2018/04/01	Change revision history table, issue date to effective date, rev# to version # and Add # 11 vendor evaluation form completion time frame.
3	2018/08/30	Add text in materials needed add # 12 under procedure to designate custodians of approved Vendors List. Under Documentation add approved Vendors list.
4	2018/10/17	15. Added section reference requirements for suppliers of certified reference materials used for the yearly balance study.