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**PROCEDURE FOR SUPPLIER APPROVAL, PERFORMANCE EVALUATION AND RELATED STANDARD FOR
PERFORMANCE EVALUATION AND CRITERIA FOR ONGOIN ASSESSMENT**

OBJECTIVE: Objective Of This Procedure Is To Define The Process Related To Supplier Approval, Establishment Of The Standards Needed To Evaluate The Performance Of The Supplier and To Define The Criteria For Ongoing Assessment.

SCOPE: Approval For The New Suppliers Related To Product, Material And Services Impacting The Product Safety, Legality Or Quality And For Reviewable Of The Performance For The Existing Supplier Including The Ongoing Assessment.

DESCRIPTION:

1. Whenever any new supplier related to product, material and service wants to join the company, company provided its approval based on certain parameters.
2. These parameters are documented under the head of supplier/job worker/manufacture factory assessment report.
3. These parameters are as below:
 - A. Conditions of employment
 - B. Health and safety
 - C. Fire protection
 - D. Management attitude
4. Thus any new supplier is being approved only on the base of social and ethical aspects.
5. This assessment is mandatory for the approval of any new vendor as supplier to the company.
6. Minimum passing requirement is that the supplier must have a legal contract with company to honor the related policies of the company. This is mandatory to renew this legal contract by the frequency of once in a year.
7. If the vendor is not willing to have the written above said contract, the vendor shall not be classified as approved vendor and shall not be utilized as supplier to the company.
8. Any supplier after getting the contract shall be assessed on the base of company's checklist for the same.
9. This is mandatory to have such said audits imposed by company by the frequency of once in every 06 months.
10. This is also mandatory that representative of vendor shall identify the possible corrections against the detected violations and will implement the same under the same time frame.
11. The company provides the purchase order to the approved supplier. The purchase order is the media for communication of the ordered requirements as expressed from the buying end.
12. The purchase order contains the basic requirements such as item description, rate, expected delivery date etc.

RESPONSIBILITY:

1. For conduct of supplier/job worker/manufacture factory assessment for new supplier base : purchase in-charge and top management
2. For approval of the new supplier status as approved supplier : top management
3. Updating of list of suppliers: top management.

	Approved by Director
Name	
Signature	