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INSERT YOUR COMPANY LOGO/NAME HERE

**F-710-001
Equipment Problem Report**

EQUIPMENT PROBLEM REPORT

EQUIPMENT DESCRIPTION: _____

LAST TASK PERFORMED: _____

JOB NUMBER: _____

DATE: _____ TIME: _____

OPERATOR: _____

REPORTED BY: _____

DESCRIPTION OF PROBLEM:

ACTION TAKEN

PROBLEM INVESTIGATED BY: _____

PROBLEM RESOLUTION DATE: _____

You can search and replace "your company" with your own company name.

INSERT COMPANY NAME/LOGO HERE

A-840-001

Provider Selection Guidelines

GUIDELINES – Evaluation and Selection of External Providers	Date Approved	Data Form A-840-001
<p>Providers are evaluated and selected by one of the following methods:</p> <p>Review methods listed below at par 1.1 to 1.6 and select one or more that are appropriate for your company.</p> <p>If you have goods or services that vary in its impact on quality you may want to set up categories, the higher the impact the more comprehensive the method. You may need to combine more than one method, for example an audit and samples for inspection and test.</p> <p>1.1 The provider is, at a minimum, registered to ISO 9001:2015.</p> <ul style="list-style-type: none">• Purchasing department staff reviews and maintains a copy of their certificate and quality manual on file.▪ Purchasing / Quality management staff performs quality system development with the objective of provider conformance to ISO 9001:2015 and leading to AS 9120 B. <p>1.2 The provider provides graded or classed material, and provides certificate of analysis with the material or item.</p> <p>1.3 Samples of the materials or items are provided for inspection and test, with satisfactory results.</p> <ul style="list-style-type: none">• The person requesting the purchase documents the sample size required and the inspection and test to be performed on the purchasing documents.• Completed inspection and test records show the criteria for acceptance and the actual results. If they are acceptable, the requisitioner sends them to purchasing to be kept in the provider's file. <p>1.4 An audit of the provider confirms that required elements of a quality system are in place and results documented in the provider assessment report F-840-001.</p> <ul style="list-style-type: none">• The Quality manager assigns an individual or team to perform the audit.• The Quality manager reviews the completed audit checklist, and determines if the supplier meets requirements.• If the provider meets requirements, the purchasing manager indicates acceptance on the provider assessment report and keeps the audit checklist in the provider's file.• The approved provider is added to the List of acceptable sources, form F-840-002. <p>1.5 The provider is specified by the customer contract. The use of customer designated providers does not relieve Your Company of the responsibility to ensure quality.</p> <p>1.6 The Purchasing department places a trial order.</p> <ul style="list-style-type: none">• Purchasing department orders the material or item, and the requisitioner uses the material, and measures the results.• If the results are not acceptable, the product that it was used for is controlled according to the control of nonconforming product procedure, P-870.• If the results are acceptable, they are documented and kept in the provider's file.		

Blue text throughout the manual highlight areas for customization