

PSG Conditions of Purchase

Applicability

These requirements are applicable to all vendors supplying to PSG, whether Manufacturer or Stockist.

Vendor Approval

Approval of vendors by PSG is normally facilitated by completion of a questionnaire and acceptance of these requirements by the supplier. In addition quality audits or other forms of evaluation may be used at the discretion of the PSG Quality Department.

Quality Assurance Requirements

In addition to the general requirements listed below, the vendor shall comply with all quality requirements specified or referred to in the purchase order, or amended in revisions to the order.

Traceability

Material supplied to PSG must be lot traceable back to source (with the exception of some consumable items). In case of doubt guidance must be sought from PSG Quality Department prior to despatch.

Records are to be maintained tracing all materials used in the manufacture of each batch of product back to the original supplier of the materials. These records must be maintained for a minimum period of seven years.

Changes to Materiel

Any changes made to the formulation of a product must be notified in advance in writing.

Deviation from the Purchase Order

No deviation from the purchase order will be accepted without written permission from PSG. Should the vendor be unable to meet all of the requirements of the order (including any shelf life requirements) they should inform the PSG Purchasing Department immediately. If the deviation is considered acceptable the vendor will be informed. This will normally be in the form of an amended purchase order.

Release Documentation

- Each delivery of product to PSG must be accompanied by a release document or certificate of conformity which must include the following information:
- A unique document reference
- Name and Address of Vendor
- Name & Address of Customer (i.e. PSG)
- PSG Purchase Order Number
- Item Reference Number
- Quantity Supplied
- Batch or Lot Number
- Specification or Standard number
- The following statement:
“Certified that the whole of the supplies detailed hereon have been inspected and otherwise stated herein, conform in all respects the requirements of the purchase order”

If the vendor has a quality management system that is qualified to a recognised standard the statement should include the wording “..and subject to our (insert *name of quality standard*) Quality Management System. (insert *Certificate Registration Number*).

Withdrawal of Approval

If a statutory body or OEM withdraws a suppliers approval, the supplier MUST inform the PSG Quality Department at the earliest possible opportunity. Withdrawal may result in cancellation of any orders not fulfilled and the removal of the supplier from our Approved Vendor list.

Specifications

Where requested on the purchase order, the materiel must be tested and released to the standard or specification required. Any deviation must be agreed with PSG Quality Department in writing prior to the material being despatched.

Packaging and Identification

The vendor shall ensure that any packaging specifications referenced on the purchase order are adhered to. If no specifications are referenced, the material shall be supplied in adequate packaging so as to protect the material.

Surveillance and Rights of Access

PSG reserve the right to inspect material for supply and/or quality records relating to material purchased by PSG at the suppliers premises. This right of access must also be afforded to PSG's customers and/or regulatory bodies.



Changes to manufacturing location

Suppliers must inform PSG Quality Department in writing of any changes to the manufacturing location, whether temporary or permanent.

Flow down of requirements

It is essential that these requirements (including Rights of Access) are flowed down through the supply chain to all lower tier suppliers and contractors.