7.4.2 Purchasing

Purchase orders must clearly specify the product required. The basic data is revived from Customer requirements and/or Design control .

Quantity and delivery dates are obvious requirements to state. Purchase orders must be specific e.g. quote part numbers, spec. numbers, etc.

Consider such things as requirements for approving the product, the training and qualification of the supplier's personnel and any quality system approval you require.

You must ensure that the order details are correct before you communicate them to the supplier.

The communication method is not stipulated.