



MCA-QP7400
Previously MCA-P6.1
Revision E
26 February 2002

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Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325

MCA QUALITY PROCEDURE

CODE 884

PURCHASING PROCESS

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)
S. H. FOREMAN
Commander, Maintenance Center, Albany

26 February 2002
DATE

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DOCUMENT HISTORY LOG

Status (Baseline/Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7 Dec 98	
Revision	A	12 Apr 00	Major Revision/QS 99-006-15 through 19 CARs
Revision	B	05 Jun 00	Chgs due to Management Working Group
Revision	C	18 Oct 00	Changed para. 4.4.2 from Business Dept to Trades per CSCF #092700002.
Revision	D	26 Jan 01	In response to AMC-006, OBVS-003, and CSCF 111600002 added para 4.2.3.2; added to the end of the sentence of para 4.3.3; Added "Production Management" as Actionee to para 4.4.1; and Added an Appendix to Section 8...
Revision	E	26 Feb 02	Transition from ISO 9002:1994 to 9001:2000

PURCHASING PROCESS

1. SCOPE.

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) is applicable to all products processed through the MCA under the control of the MCQM.

1.2 Purpose. This MQP establishes methods, provides processes, and specifies responsibility for the purchasing of material throughout the MCA.

1.3 Applicability. This MQP applies to all MCA organizational elements involved in the purchasing of material throughout the MCA.

2. REFERENCE DOCUMENTS.

MCQM1000	Maintenance Centers Quality Manual
FAR	Federal Acquisition Requirements (Part 8, Chapters 1-4)
MCO 4400.150	Consumer Level Supply Policy Manual
NAVSUPINST 4200.94	Government wide Commercial Purchase Card Program

See MCA ISO WEB page for applicable documents.

3. DEFINITIONS.

See MCA-QP5500 Appendix A for definitions.

4. PROCEDURE. Production Management and Engineering Departments shall ensure that purchased product (hardware, software, subcontracted/processed material, service or combination thereof) conform to specified requirements to meet the item's intended use. Production Management will be responsible for purchasing production parts or services. Engineering will be responsible for purchasing support parts and services.

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Actionee
4.1 Approved Vendor Lists.

Action

Production Management/
Engineering Departments

- 4.1.1 Ensure that purchasing personnel are provided a listing of all approved suppliers. All suppliers used during the purchasing process shall be listed on the approved supplier’s list in Compass Contract and/or NIMMS. All material requests over \$2500 must go to contracts, and is detailed out in MCA-QI7400-PR0102.
- 4.1.2 Evaluate and select the approved supplier on the basis of their ability to meet requirements and past performance as indicated through Purchased Product Verification (see paragraph 4.3 below) and the approved supplier list. Suppliers will be re-evaluated as per MCA-QI7400-PR0006

4.2 Purchasing Data.

Production Management/
Engineering Departments

- 4.2.1 Ensure purchasing documents contain data clearly describing the product ordered, including, where applicable, the following:
 - 4.2.1.1 The type, class, grade, or other precise identification.
 - 4.2.1.2 The title or other positive identification, and applicable issues of specifications, drawings, quality requirement, process requirements, inspection instructions, and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment, and personnel.
 - 4.2.1.3 Required delivery date.
 - 4.2.1.4 The title, number, and issue of the quality system standard to be applied (e.g., acceptable quality system to government).
- 4.2.2 Review and approve all substitutions to purchase order prior to sending substitutes. In instances where the SOW specifies a certain vendor and materials are not available through that vendor, a deviation/waiver must be submitted and approved in accordance with MCA-QP8301 prior to purchase from an unapproved vendor. Suppliers shall be notified that any and all substitutions must be approved prior to shipment. All substitution information will be documented and maintained with purchase order.
- 4.2.3 A representative, appointed in writing, shall review and approve all purchase orders. The approving official shall be listed on the document. Production Management and Engineering Departments shall be responsible for the various levels of approval authority.

Note: The type and extent of control to be exercised by the Maintenance Center over subcontractors on dollar values over \$2500 is the responsibility of MarCorLogBases Contracts Activity. A Maintenance Center purchase order under \$2500 is generally dependent upon the type of product, the impact of subcontracted

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product on the quality of final product, and, where applicable, on the quality audit reports and/or quality records of the previously demonstrated capability and performance of subcontractors.

4.3 Purchased Product Verification.

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| Production Management/
Engineering Departments | 4.3.1 | Upon receipt of a purchased product, verify that the item is the correct part number and/or NSN, correct quantity, and check for any visible damage in accordance MCA-QP7550 |
| Business Department | 4.3.2 | Provide inspection, evaluation, verification, and acceptance support for purchased product as required. Verification will provide for appropriate levels of inspection and/or testing of purchased products prior to storage or application to product lines. |
| | 4.3.3 | Maintain a Product Quality Deficiency Reporting (PQDR) program. Information is disseminated monthly in accordance with MCA-QI7550-BN0015. |

4.4 Verification at Supplier's Premises.

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| Production Management | 4.4.1 | Where the MCA proposes to verify open purchase product and credit card purchases purchased at the supplier's premises, the MCA will specify verification arrangements and the method of product release in the purchasing documents. Otherwise, all other verification arrangements are the responsibility of the MarCorLogBases Contracts' Activity. |
| Trades Department | 4.4.2 | Where calibration services are not performed by the MCA, the MCA will require suppliers to meet requirements in accordance with ANSI NCSL Z540 as set forth in MCO 4733.1. MCA will reserve the right to audit the supplier's facility. |
| Business Department | 4.4.3 | When required and/or requested, provide for on-site quality verification; document and maintain all findings of such actions. |

4.5 Customer Verification of Subcontracted Product.

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| Production Management/
Engineering Departments | 4.5.1 | Provide a list of vendors to the MCA customer when contractually required for independent verification by the customer or the customer's representative. |
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Note: Verification by the customer shall not absolve the MCA of responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.

5. NOTES. None

6. DATA, FORMS AND REPORTS. Adverse Status Report (MN230), Mismatch Report (MS365), Suspense Report (MN507).

7. QUALITY RECORDS.

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7.1 Purchase Order Folder

Storage Location: Production Management Department
Indexing: By Fiscal Year
Access: Production Management Personnel
Filing: As generated
Storage Medium: Paper
Maintenance: Paper filed in file folders in file cabinet
Disposition: Retained for six years, six months and then shredded
Retention: IAW DOD 7000.14 –R

7.2 Approved Vendor List

Storage Location: Production Management Department
Indexing: By Fiscal Year
Access: Production Management Personnel
Filing: As generated
Storage Medium: Paper, and maintained in Compass Contract
Maintenance: Paper filed in file folders in file cabinet
Disposition: Retained for twelve months and then shredded, revise in Compass Contract
Retention: IAW DOD 7000.14 –R

7.3 Purchase Order Log Book

Storage Location: Production Management Department
Indexing: By Fiscal Year
Access: Supply Technicians and Supervisors
Filing: As generated
Storage Medium: Paper
Maintenance: Log Book
Disposition: Retained for six years, six months and then shredded
Retention: IAW DOD 7000.14 –R

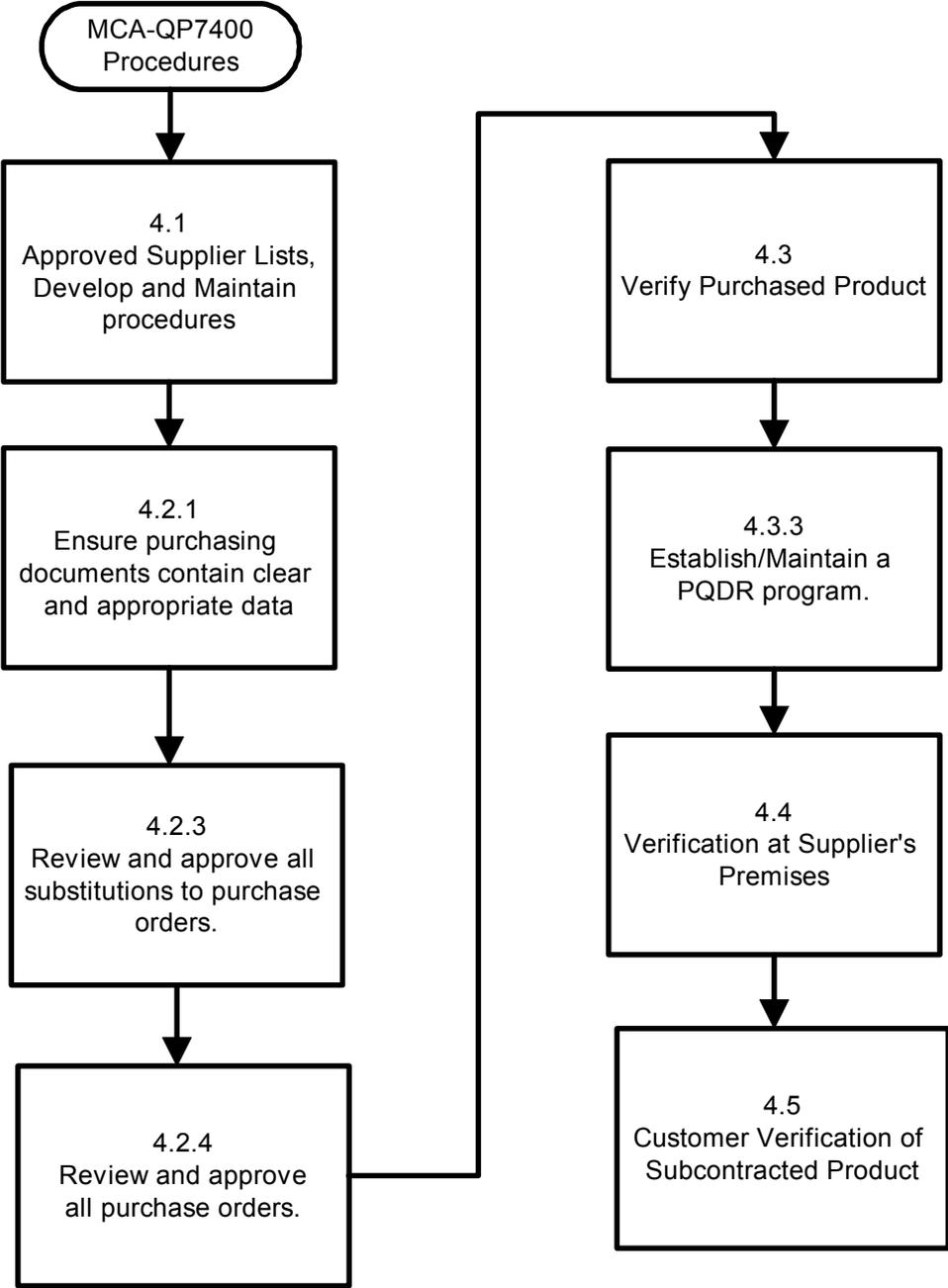
8. FLOW DIAGRAM.

Appendix A Purchasing Flow Diagram

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APPENDIX A

PURCHASING FLOW DIAGRAM



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