QUALITY PROCEDURE

MS ISO/IEC 17025

Prepared By:

[Signature]

ASSISTANT QUALITY MANAGER

Reviewed By:

[Signature]
Technical Manager (Materials)

[Signature]
Technical Manager (Environment)

[Signature]
Technical Manager (Bioprocess)

Approved By:

[Signature]

PM Dr Nasrul Hamidin
Quality Manager
1.0 PURPOSE AND SCOPE

The purpose of this document is to select and purchase the services and supplies from approved suppliers to ensure the quality of tests.

2.0 RESPONSIBILITIES

- Technical Manager
- Analyst
- Administrator

3.0 DEFINITIONS AND/OR REFERENCES

Definitions:
- PO : Purchase Order

Reference:
- MS ISO/IEC 17025
- UniMAP Bursary Circular

4.0 PROCEDURES

4.1 Purchasing of chemicals and non-chemicals

4.1.1. Once the chemicals has been identified to purchase, the Analyst will get a quotation from suppliers. Please request the Safety Data Sheet (SDS) or advice from the supplier if special legal requirement of the hazardous chemical to purchase (if available).

4.1.2. The Laboratory personnel will obtain the quotations to evaluate and to select them based on price comparison and the ability of the suppliers to meet the purchase specification.

4.1.3. Technical Manager will review for selection of quotation and approve purchase proposal as the technical required.
4.1.4 The Administrative Personnel to written instruction the Bursary for approval and to prepare the PO

4.1.5 Administrative Personnel will send the PO to supplier.

4.1.6 The suppliers must be registered on the Approved Suppliers List for the reference.

4.2. Purchasing of Equipment/Instrument

4.2.1 The supplier need to advice if special legal requirement or registration with nearest Department of Safety and Health to purchase the Equipment/Instrument (if available). Once the equipment/instrument has been identified for purchase, the person in charge (PIC) shall prepare the purchase proposal.

4.2.2 Technical Manager or analyst will evaluate and give recommendation of the purchase proposal.

4.2.3 The PIC will prepare equipment specification and get quotations from suppliers who are able to fulfill the requirements and registered in the respective laboratory supplier list.

4.2.4 If the specification of the equipment/instrument from the supplier fulfills the equipment specification and is within the approved budget, the PIC will forward the approved proposal to Bursary for preparation of PO.

4.2.5 Bursary will prepare PO and a copy of the PO is kept by the clerk.

4.3. Servicing of Equipment/Instrument

4.3.1 Once the competent contractor in the legal or standard requirement has been identified for maintenance / calibration / repairing the person in charge (PIC) shall prepare the purchase proposal.

4.3.2 Technical Manager and analyst will evaluate the activity of maintenance / calibration / repairing and to give the recommendation and selection contractor of the purchase proposal.
4.3.3 Follow the step in 4.1.4 and 4.1.5.

4.3.4 During the activity of maintenance / calibration / repairing the analyst to monitor and assist the activity by the contractor.

4.3.5 The contractor for maintenance or repairing to prepare the report of activity done on the equipment/instruments. The report will be approved by Technical Manager or Analyst. The report of maintenance/repairing to be kept accordingly in Laboratory equipment file.

4.3.6 If the calibration of the equipment/ instrument, the test calibration report to be check and review by analyst to ensure the equipment accuracy is comply to the standard requirement. If satisfactory the calibration report to stamp passed / or remark the status passed of the calibration report.

4.3.7 If not satisfactory the calibration report, the analyst to inform the contractor for further action accordingly or to repeat for calibration.

4.3.8 The competent contractor must be registered on the Approved Suppliers List for the reference.

4.4. Receiving procedure for purchased/service item

4.3.1. All items received by the laboratory shall be checked by the analyst or Assistant Technical Manager against the PO upon arrival and the technical specifications.

4.3.2. If the items received not satisfactory immediately to inform the supplier or contractor for the further action.

4.3.3. All the documents received to remark the status with the receiving stamp and record the identification on the Original Delivery Order and copy of PO.

4.3.4. All chemicals, non-chemicals, equipments and instruments will be stored under appropriate conditions at designated area according to the manufacturer’s recommendation.

4.3.5. Written letter to attach the record 4.3.3 to the bursary for payment to the supplier/contractor. Please kept a copy in the Laboratory file.
4.5. Evaluation of Supplier

4.4.1. Assistant Technical Manager or analyst will evaluate the performance of each supplier annually.

4.4.2. If the supplier’s score is less than 50, then that particular supplier shall be issued a reminder letter to improve their quality of service. If their score does not improve in the following evaluation, then that supplier shall be de-listed.

(Note: All the purchasing procedure also to follow the UniMAP Bursary Circular)

4 RECORDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Record</th>
<th>Location</th>
<th>Person maintaining records</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchase Order</td>
<td>Document Room</td>
<td>Administrator</td>
<td>At least 6 years</td>
</tr>
<tr>
<td>2</td>
<td>Supplier evaluation record</td>
<td>Document Room</td>
<td>Administrator</td>
<td>At least 6 years</td>
</tr>
<tr>
<td>3</td>
<td>Purchase Proposal</td>
<td>Document Room</td>
<td>Administrator</td>
<td>At least 6 years</td>
</tr>
<tr>
<td>4</td>
<td>Approved Suppliers List</td>
<td>Document Room</td>
<td>Administrator</td>
<td>At least 6 years</td>
</tr>
<tr>
<td>5</td>
<td>Receiving Stamp</td>
<td>Office</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

5 FLOWCHART

None