

[Company Name]	Quality Procedure Specification QPS 8.4-01 Subject: Control of externally provided processes, products and services
----------------	--



Sample document provided by Centaury Business Group — <https://c-bg.com>

1.0 Purpose

This QPS regulates 'Control of externally provided processes, products and services' process operation and ensures:

- Formulating the provider requirements;
- conducting a quantitative evaluation of providers at specified intervals;
- selecting providers by category, including the products procurement, outsourcing of processes, delivery on behalf of the Organization;
- organization's QMS control over the externally provided processes;
- both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output;
- activities, necessary to ensure that the externally provided processes, products and services meet requirements.

2.0 Scope

QPS requirements apply to the activities of the purchases department, as well as the 'Production' process and other QMS processes in terms of procurement of products, processes, and services.

3.0 Responsibility and Authority

Purchasing Manager is the owner of the 'Control of externally provided processes, products and services' process and:

- provides a purchase orders summary and prepares the purchases list by categories of purchased products and services;
- prepares and carries out the purchasing tenders (if necessary) and drafts the Potential providers list;

Revision A
Date

*This document is UNCONTROLLED if printed
Check master computer files for latest revision*

Page 1 of 3

[Company Name]	Quality Procedure Specification QPS 8.4-01 Subject: Control of externally provided processes, products and services
----------------	--

- is responsible for carrying out a quantitative evaluation of providers and selection of providers in accordance with established procedure (for the categories of providers);
- provides handling and control of execution of contracts with providers;
- ensures drafting the protocol of non-conformances detected during incoming inspection and the use of the purchased products, communication with the provider and elimination of non-conformances in the manner prescribed by the contract for products procurement;
- is responsible for identification, criteria analysis, and effectiveness of 'Control of externally provided processes, products and services' process;
- is responsible for addressing the risks and opportunities of 'Control of externally provided processes, products and services' process;
- has the authority to manage the budget of 'Control of externally provided processes, products and services' process;
- has the authority to manage the purchasing department resources.

Quality manager:

- ensures formulating the External provider requirements;
- initiates the inclusion, in the External provider requirements, of data on the level of environmental cleanliness of the supplied materials and raw materials (absence of harmful impurities, possibility of recycling), and/or inclusion of information on the analysis of the environmental impact of the process (or service) being provided, or inclusion of a requirement for an environmental management system in accordance with ISO 14001:2026 (if appropriate);
- is responsible for the program organization, conducting and analysis of the results of the second party audits (if necessary) of the selected providers;
- ensures the implementation of the incoming control of raw materials and components, purchased for further processing in the 'Production' process.

'Production' process owner:

- has the authority to make proposals to the company leadership to outsource the production process (or part of the process);

[Company Name]	Quality Procedure Specification QPS 8.4-01 Subject: Control of externally provided processes, products and services
----------------	--

- ensures the purchase orders preparation and their transfer to the purchasing department.

QMS processes owners:

- have the authority to make proposals to the company leadership to outsource service provision processes;
- ensure the purchase orders preparation and their transfer to the purchasing department;
- ensure implementation of final inspection of the equipment purchased for the QMS processes. ...

[End of preview. Section 4.0: Control of Externally Provided Processes, Products and Services Procedure — the full process algorithm (provider requirements, tenders, provider evaluation and selection, incoming inspection, 2nd party audits, contract management) — along with Section 5.0 (Criteria and Risks), Section 6.0 (Documented Information), Section 7.0 (Revision History), and 6 Annexes (Provider Evaluation Methodology plus 5 QSF 8.4-01 forms) — is included in the full purchased document. Visit the [product page](#) to purchase the complete QPS 8.4-01 Control of External Providers procedure.]

**Purchase the full version of the document from
c-bg.com website**

Get this Procedure

All ISO Documents and Templates



Revision A
Date

*This document is UNCONTROLLED if printed
Check master computer files for latest revision*

Page 3 of 3