

PURCHASING PROCEDURES

- Standard purchasing procedures are usually described in internal documents or the company quality manual, but there are very few formal purchasing guides.
- When a firm is part of an industrial conglomerate, there is often a central purchasing unit in the parent company.
- The "Purchasing Manager" is usually the central contracts officer; however, the decision to purchase is usually based on a joint decision (by the Quality, Technical, Purchasing and Program divisions) at the end of a qualification process, which can extend from three months to two years.
- The approval process for both the supplier and the product usually proceeds through the following stages;
 - identification and overall evaluation, verification of "aeronautical capacity" (Purchasing division)
 - consultation and evaluation of the product and price offer (Quality and Purchasing divisions)
 - analysis of samples or trial order, depending on the product; technical audit/ quality assurance check (visit to production units) (Technical and Quality divisions)
 - approval by the Program division (where there is one)
 - order and follow-up on the quality of the series production run (Purchasing and Quality divisions)