



QMS PRO 05 Control of Externally Provided Products

Administrative Change Management

Version	Date	Approved By	Summary of Changes
01	6/4/2026	Wesley King	Initial Release

1. Introduction

The purpose of this procedure is to provide guidance for ensuring that externally provided products and services conform to our documented specifications.

2. Scope

This procedure applies to all externally provided products and services.

3. Responsibility

Top management is responsible for ensuring that all externally provided products and services are provided by companies that can provide the products and services in a manner that meets our expectations and specifications.

4. Procedure

Management will:

- Verify that providers have the capability to provide the required products and services i.e., skills, equipment, materials, finances, and capabilities.
- Verify that the provider's business operations are defined and executed according to a quality management system.
- Ensure that the external provider is provided with clearly documented instructions, requirements and specifications needed to fulfil documented product and service requirements.
- Ensure that all materials are inspected upon receipt to verify that documented requirements have been satisfied.
- Maintain records of purchase orders and associated receiving records documenting the receipt, and disposition of the products and services.
- Determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers, based on their ability to provide products and services in accordance with requirements.
- Evaluate and retain documented information of external provider performance and take appropriate corrective actions if providers are not meeting expectations.

5. Related Documentation

QMS REC 14 External Provider Evaluation Form
Approved Supplier List
External Vendor Application

