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PROCEDURE FOR SUPPLIER QUALITY RATING		

1.0 PURPOSE

To establish a system for evaluating performance of suppliers

2.0 SCOPE

Applicable to all Suppliers, from whom the company has purchased products or services that have impact on the quality of products manufactured by the company.

3.0 DEFINITIONS

QTY. : Quantity

HOD : Head of Department

4.0 RESPONSIBILITIES


4.1 H.O.D. (MM) is responsible for the implementation of this procedure.

4.2 Individual responsibilities for specific activities are given below under description.

5.0 PROCESS INPUTS

SL. NO.	DESCRIPTION	SOURCE	REF. DOC./REC. NO.
5.1	Quantity of product supplied by each Supplier	Receipt report from stores and QA.	STR / F 08


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6.0 PROCESS DESCRIPTION (QUALITY RATING)


SL. NO.	ACTIVITY	RESPONSIBILITY	REF. DOC./REC. NO.
6.1	Consider the quantity of products handled during the period under consideration for the evaluation of Supplier's performances.	S/I (RM-Purchase)	
6.2	<ol style="list-style-type: none"> 1. Supplier Quality Rating. 2. Supplier Delivery Rating. 	-Do-	
6.2.1	Supplier Quality Rating		
	<p>For Raw Material and Ferro Alloys, determine Quality Rating (QR), as follows:</p> <p>(a) Raw Material :-</p> <p>(i) Iron Ore - $0.5(\text{Fe}) \times 100\% + 0.3(\text{undersize}) \times 100\% + 0.2\% (\text{Shortage}) \times 100\%$</p> <p>(ii) Limestone & Dolomite $0.5(\text{CaO}) \times 100\% + 0.3(\text{undersize}) \times 100\% + 0.2\% (\text{Shortage}) \times 100\%$</p> <p>(iii) Quartzite $0.5(\text{SiO}_2) \times 100\% + 0.3(\text{undersize}) \times 100\% + 0.2\% (\text{Shortage}) \times 100\%$</p> <p>(iv) Manganese Ore $0.5(\text{Mn.}) \times 100\% + 0.3(\text{undersize}) \times 100\% + 0.2\% (\text{Shortage}) \times 100\%$</p> <p><u>Low grade material is procured only on directives of management. Hence we consider the rating as per PO norms.</u></p>		

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SL. NO.	ACTIVITY	RESPONSIBILITY	REF. DOC./REC. NO.
	<p>(b) Ferro Alloys :-</p> <p>(i) Fe Mn. High Carbon, Fe Mn. MC and Fe Mn. LC - $0.5(\text{Mn}) \times 100\% + 0.2(\text{C}) \times 100\% + 0.1(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>(ii) Silico Manganese $0.5(\text{Mn}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>iii) Ferro Silicon $0.5(\text{Si}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>iv) Ferro Moly $0.5(\text{Mo}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>v) Ferro Boron $0.5(\text{B}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>(vi) Ferro Aluminum $0.5(\text{Al.}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>(vii) Ferro Phosphorous $0.5(\text{Ph.}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>(viii) Ferro Vanadium $0.5(\text{V}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p> <p>(ix) Ferro Chrome High Carbon and Ferro Chrome Low Carbon $0.5(\text{Cr.}) \times 100\% + 0.3(\text{U/S}) \times 100\% + 0.1(\text{Shortage}) + 0.1(\text{customer feedback}) \times 100\%$</p>	-Do-	

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SL. NO.	ACTIVITY	RESPONSIBILITY	REF. DOC./REC. NO.
6.3	Enter the details of SQR in Supplier Rating Register.	S/I (RM-Purchase)	PUR / F 01
6.4	Receive Raw Material Inspection Report from the QA lab for chemical & physical inspection.	-Do-	
6.4.1	Compare the inspection result with the Test Certificate given by the supplier / Third party Analysis Report.	-Do-	
6.4.2	Allot the grade in Supplier Rating File to the supplier performance as per the quality variation observed.	-Do-	PUR / F 01
6.4.3	Submit average SQR of each Supplier to Fun. Head (MM) for review, once in a year.	-Do-	
6.4.4	If the SQR of any supplier is less than 75%, quality assessment of supplier will be carried	-Do -	PUR / F-09
6.5	<u>INTERNAL CUSTOMER SATISFACTION FOR FERRO ALLOYS</u>		
6.5.1	Send feedback form for Ferro Alloys to the internal customer on monthly basis.	S/I (RM-Purchase)	PUR/F-10
6.5.2	Get the filled-up feedback form from the internal customer through hard copy or e-mail.	S/I (RM-Purchase)	- DO -
6.5.3	In case the overall rating is below 75%, analyze the data, discuss with internal customer and take necessary action for improvement.	S/I (RM-Purchase)	- DO -
6.5.4	Take corrective and preventive actions if deviation found in target Quality Objective.	S/I (RM-Purchase)	ISOCELL/ F-07

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7.0. PROCESS OUTPUT

SR.NO.	Description	To	REFF. DOC. /REC. NO.
7.1.	Supplier Quality Rating	FH (MM)	PUR/F01

8.0. PROCESS MONITORING

SL. NO.	PARAMETER	ACCEPTANCE CRITERIA	RESPONSIBILITY	FREQUENCY	REF. DOC./REC. NO.
8.1	Basic Data of S.Q.R.	As per the set Criteria	S/l. (RM.-PUR.)	Once in a Year	PUR / F 01

9.0. QUALITY RECORD

- 9.1 PUR / F 01 : Supplier Quality Rating (SQR) / SYSTEM.
- 9.2 PUR/F09 : Supplier Quality System Assessment Format
- 9.3 PUR/F10 : Customer Satisfaction Feedback Form (Internal)
- 9.4 ISO CELL/F07 : Corrective And Preventive Action Report

10.0. REFERENCES

- 10.1 STR / F 08 : Stores Receipt Report

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