

Guidance for Procurement Document Control

The university shall document the pedigree of material (if important to the test/research) by a certificate of analysis, certificate of conformance or equivalent documentation. The application of procurement document control to ensure the pedigree of material should be based on the importance and end use of the material in the test/research. Application of this requirement should be consistent with the maturity of the research.

For selected research activities, it is important to properly select known material pedigree up front. The initial research phase may not require material pedigree until research results prove useful for further application. If pedigree is not identified properly during initial research, the research may have to be repeated. For example, if the usability of research results is dependent on the pedigree of materials being used, material specifications should be controlled appropriately by a certificate of analysis, certificate of conformance or equivalent documentation.

If pedigree of material is important to the outcome of the experiment/research, procurement documents shall contain sufficient technical and quality requirements to ensure that the items or services satisfy the needs of the purchaser. The procurement documents at all procurement levels shall identify the documentation required to be submitted for information, review, or approval by the purchaser. At each level of a procurement, the procurement documents shall provide for access to the supplier's plant facilities and records, for inspection or audit by the purchaser, the designated representative, or other parties authorized by the purchaser. The procurement documents shall include purchaser's requirements for reporting and approving disposition of supplier nonconformances associated with the items or services being procured. The procurement documents for safety-related items should prohibit the supply of sub-standard or counterfeit parts and materials.