


|                                                                                   |                                |                                    |                                                       |                         |                             |
|-----------------------------------------------------------------------------------|--------------------------------|------------------------------------|-------------------------------------------------------|-------------------------|-----------------------------|
|  | <b>Code</b><br><b>PR-03-OP</b> | <b>Revision Number</b><br><b>1</b> | <b>Date of entry into force</b><br><b>1 July 2005</b> | <b>Page</b><br><b>1</b> | <b>Of pages</b><br><b>4</b> |
| Quality Management System – Policy and Programme Support Section                  |                                |                                    |                                                       |                         |                             |
| <b>SUB CONTRACTING</b>                                                            |                                |                                    |                                                       |                         |                             |

## 1. PURPOSE

To describe a procedure for choosing a subcontractor.

## 2. SCOPE

This procedure applies only to those cases when, for unforeseen reasons, PPSS is not able to render a requested service to a customer.

## 3. RESPONSIBILITIES

### Section Head

- To authorize or reject a request, if no understanding is reached.

### Unit Head

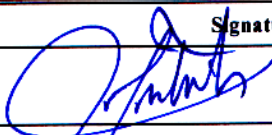
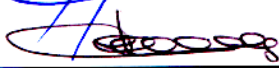


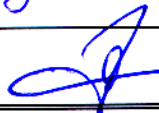
- To assist the Section Head in evaluating a disputed request

### Service Group Leader

- To conduct a search for possible subcontractors
- To reach agreement with the customer on the subcontractor to be used.

### Quality Manager

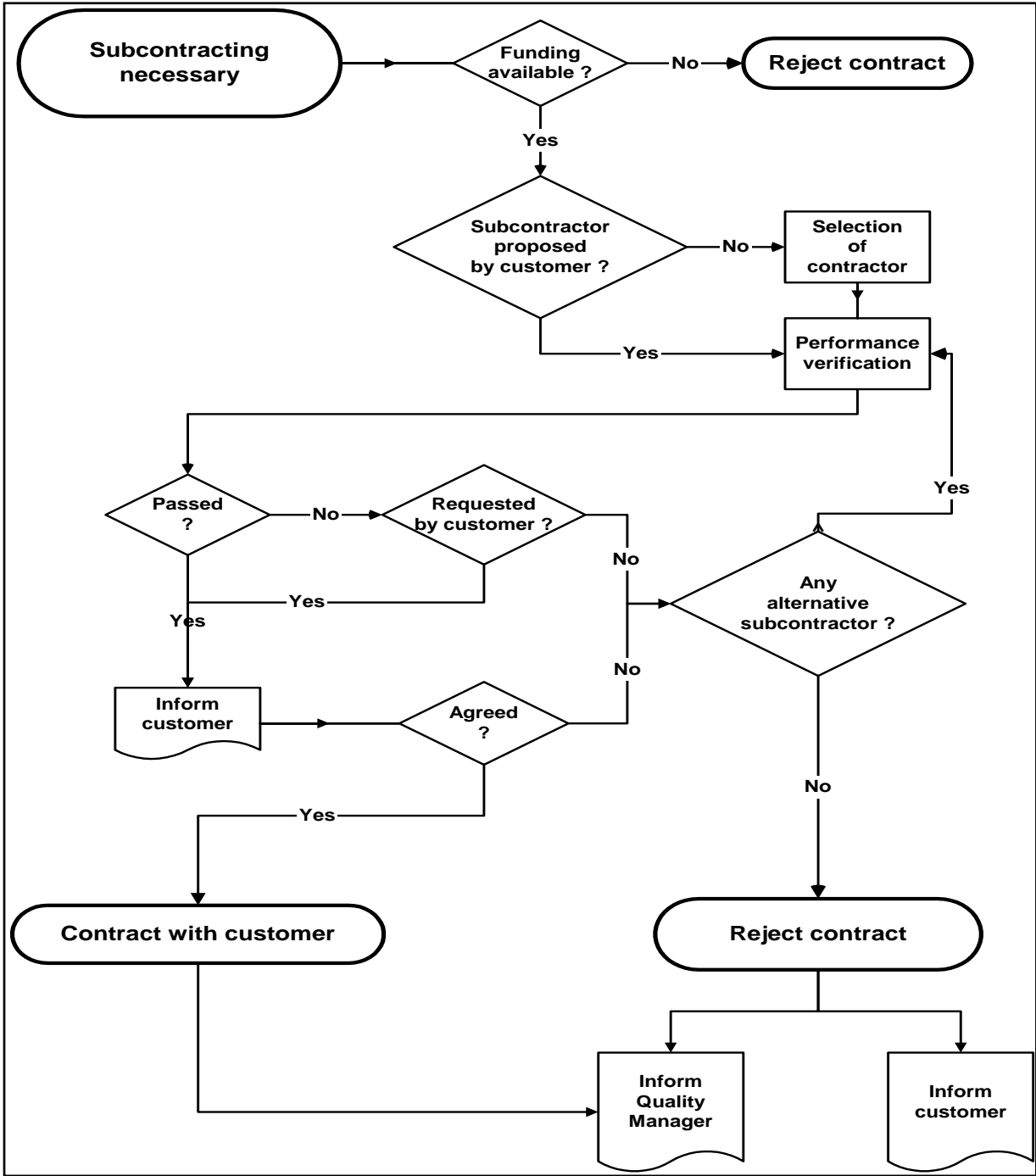
- To keep the records of subcontractor evaluation
- To find proof of subcontractors' competence for the specialized tests in question
- To keep a list of competent subcontractors used by the testing laboratory

|            | Function             | Name           | Signature and Date                                                                                 |
|------------|----------------------|----------------|----------------------------------------------------------------------------------------------------|
| Authorized | Section Head         | K. Mrabit      |  2005-10-28    |
| Approved   | Unit Head            | Pascal Deboodt |  2005-07-27    |
| Approved   | Service Group Leader | R. Cruz-Suarez |  2005-07-25    |
| Approved   | Service Group Leader | John Hunt      |  2005-06-21   |
| Registered | Quality Manager      | J. Zeger       |  15 June 2005 |

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| <b>SUBCONTRACTING</b> |                 |                             |      |          |

**4. DESCRIPTION**

The procedure is depicted in the flowchart.



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| <b>SUB CONTRACTING</b> |                 |                             |      |          |

The procedure for finding a subcontractor starts when PPSS wants to accept a contract, but the evaluation of the request (see PR-02-OP) shows that all, or part, of the work cannot be performed by PPSS.

In a first step, the problem preventing PPSS from rendering the service to the customer must be identified. Technical or personnel problems may be overcome if there is sufficient funding to contract another laboratory (a subcontractor) to perform the necessary work. If financing for a subcontract is not readily available to the **Service Group Leader** conducting the request review, he/she shall inform the Section Head via the Unit Head. The Section Head will then be responsible for providing the necessary financial resources or informing the customer that PPSS has to reject the request.

When funding for a subcontract is assured, the **Service Group Leader** in charge of the request evaluation process will try to find an adequate laboratory or supplier to do the work. The Quality Manager will then verify the acceptability of the subcontractor by obtaining proof of competence, using the checklist at the end of this procedure.

If the subcontractor cannot produce acceptable accreditation papers, the Quality Manager may conduct an audit at the subcontractor's premises, ask for documentation of audits already performed by third parties, or organize work on a test sample submitted by PPSS.

If the subcontractor named by the customer does not pass the performance verification process, the **Service Group Leader shall inform the Section Head, via the Unit Head**, who will, in turn, inform the customer in writing of the decision, preferably accompanied by an alternative proposal, and ask for the customer's agreement. Should the customer prefer his/her selection, the **Service Group Leader** will finalize the request and the Section Head will inform the customer that PPSS will not be responsible for the values and conclusions produced by this subcontractor. Should the customer decline both, his/her selection and the alternative proposed by PPSS, the request shall be rejected by the Section Head.

The search for subcontractors (not named by the customer) shall be continued until a competent laboratory or supplier is found. This is then submitted for the customer's approval according to the procedure described above.

If a competent subcontractor cannot be found, or if all alternatives are turned down by the customer, the Section Head shall reject the request in writing to the customer.

If a competent subcontractor can be found and agreement is reached with the customer (preferably in writing), PPSS will accept responsibility for all results produced by the chosen subcontractor and finalize the subcontract according to the Agency's rules for procurement.

## **5. RECORDS**

All documentation of subcontractor evaluation and proof of competence and a list of competent subcontractors, to be kept by the Quality Manager.

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| <b>S U B C O N T R A C T I N G</b> |                 |                             |          |          |

**Request Code : Req - Theme - No / Year**

Subcontractor produced valid and acceptable accreditation document specifying compliance with ISO/IEC17025                      yes     no

Subcontractor produced valid and acceptable accreditation document specifying compliance with internationally accepted standard equivalent to ISO/IEC17025                      yes     no

Subcontractor passed an audit conducted by PPSS                                              yes     no

Subcontractor produced valid and acceptable audit statements                                              yes     no

Subcontractor showed required competence at work on a test sample                      yes     no

Date

Name

Signature

Quality Manager