

## 16.0 Outside Support Services and Supplies

- 16.1 The laboratory uses services and supplies of adequate quality where the specifications of outside services and supplies are relevant to the integrity of tests. The laboratory maintains procedures for the purchase, storage, and evaluation of supplies and services (see Appendix H, AP No. 9).
- 16.2 The purchasing orders contain data that describe the services and supplies ordered; they are reviewed and approved before release. The technical manager completes the purchasing order, which includes the following information:
- 16.2.1 description of the service or supply,
  - 16.2.2 service provider or supplier name address and phone number,
  - 16.2.3 cost of the service or supply, and
  - 16.2.4 date of request.

The technical manager reviews the purchase order and the director approves the order before it is released.

- 16.3 Where assurance of the quality of outside support services or supplies is unavailable, the laboratory uses these items only after they have been inspected or otherwise verified for adequate quality. The suppliers of critical supplies and services that affect the quality of testing are evaluated. The technical manager, upon receipt of the service or supply, examines the supply or quality of the service and records the findings on the "Inspection and Verification of Support Services and Supplies and Resulting Action Form." If the services or supplies are not of adequate quality, the procedure for the control of non-conforming work is initiated (see Appendix H, AP No. 18). The records of inspections, and verification of suppliers and services and actions are maintained in the laboratory (see Appendix H, AP No. 9 and Section 13 Records).