

JITAMITRA ELECTRO ENGINEERING PRIVATE LIMITED

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SUPPLIER QUALIFICATION AND APPROVAL PROCEDURE

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1. Purpose

Define the process for qualifying, approving, and monitoring suppliers of materials and services critical to Jitamitra's product quality. Complies with ISO 9001:2015 Clause 8.4.

2. Scope

Applies to all suppliers of: critical components (hubs, shafts, impellers, bearings, motors), raw materials (MS/SS plates, channels), and outsourced processes (heat treatment, coating, testing).

3. Supplier Qualification Process

- Step 1 — The supplier submits the Vendor Registration Form (PUR/010) with company profile, certifications and references, and accepts the Jitamitra Supplier Code of Conduct (QM/024).
- Step 2 — Technical assessment: capability evaluation and sample inspection.
- Step 3 — Commercial assessment: pricing, delivery and payment terms.
- Step 4 — Provisional approval for trial orders (1–3 orders).
- Step 5 — Full approval on satisfactory performance; the supplier is added to the Approved Vendor List (AVL).

4. Annual Review

All approved vendors are reviewed annually using the Supplier Performance Evaluation Report. Vendors scoring below 60/100 are placed on corrective action or disqualified.

5. Critical Suppliers

Critical suppliers (where alternative sources are limited) are given additional oversight: 100% incoming inspection and on-site audit as required.