

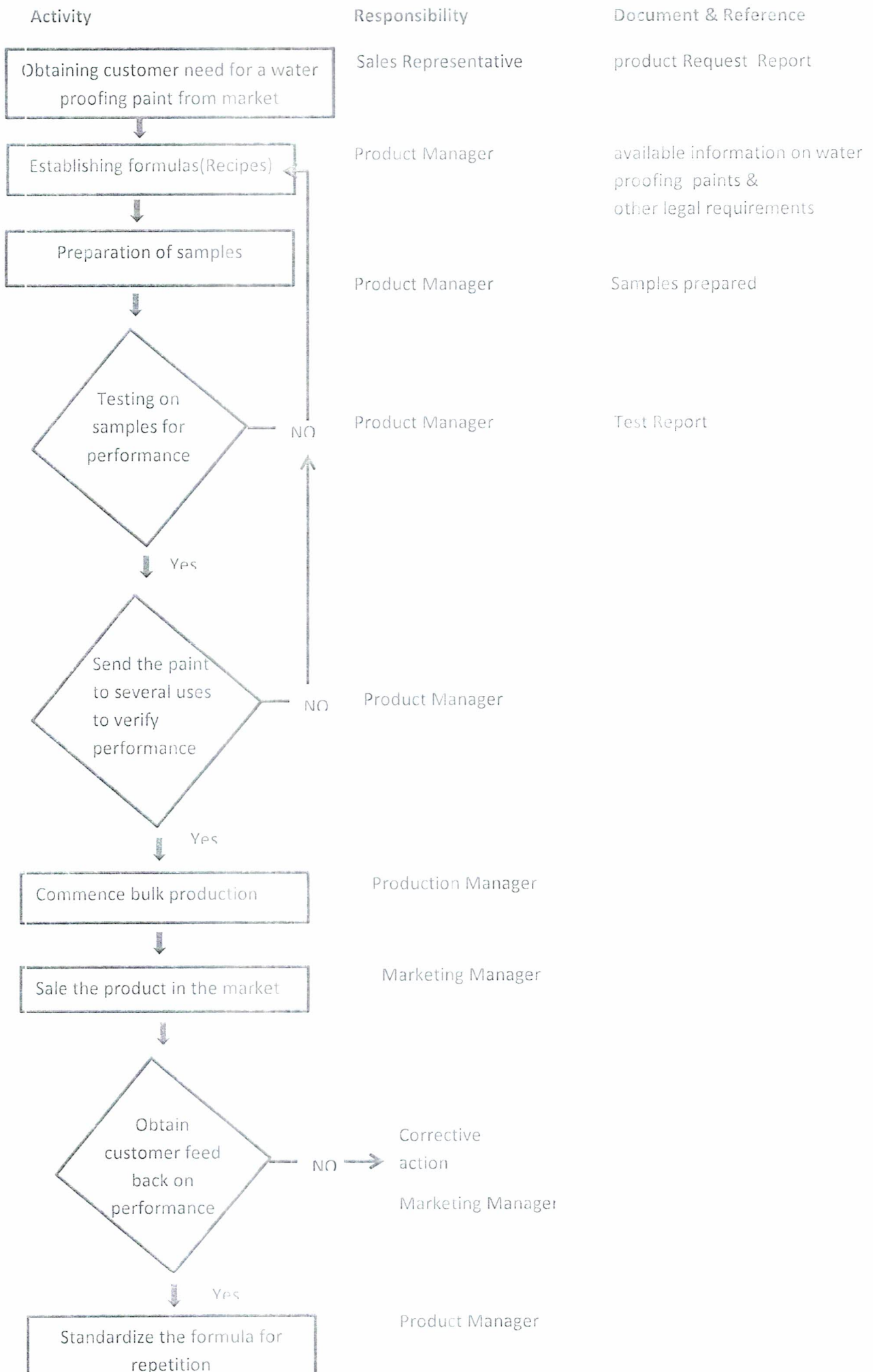


## Quality Plan for distribution and sale



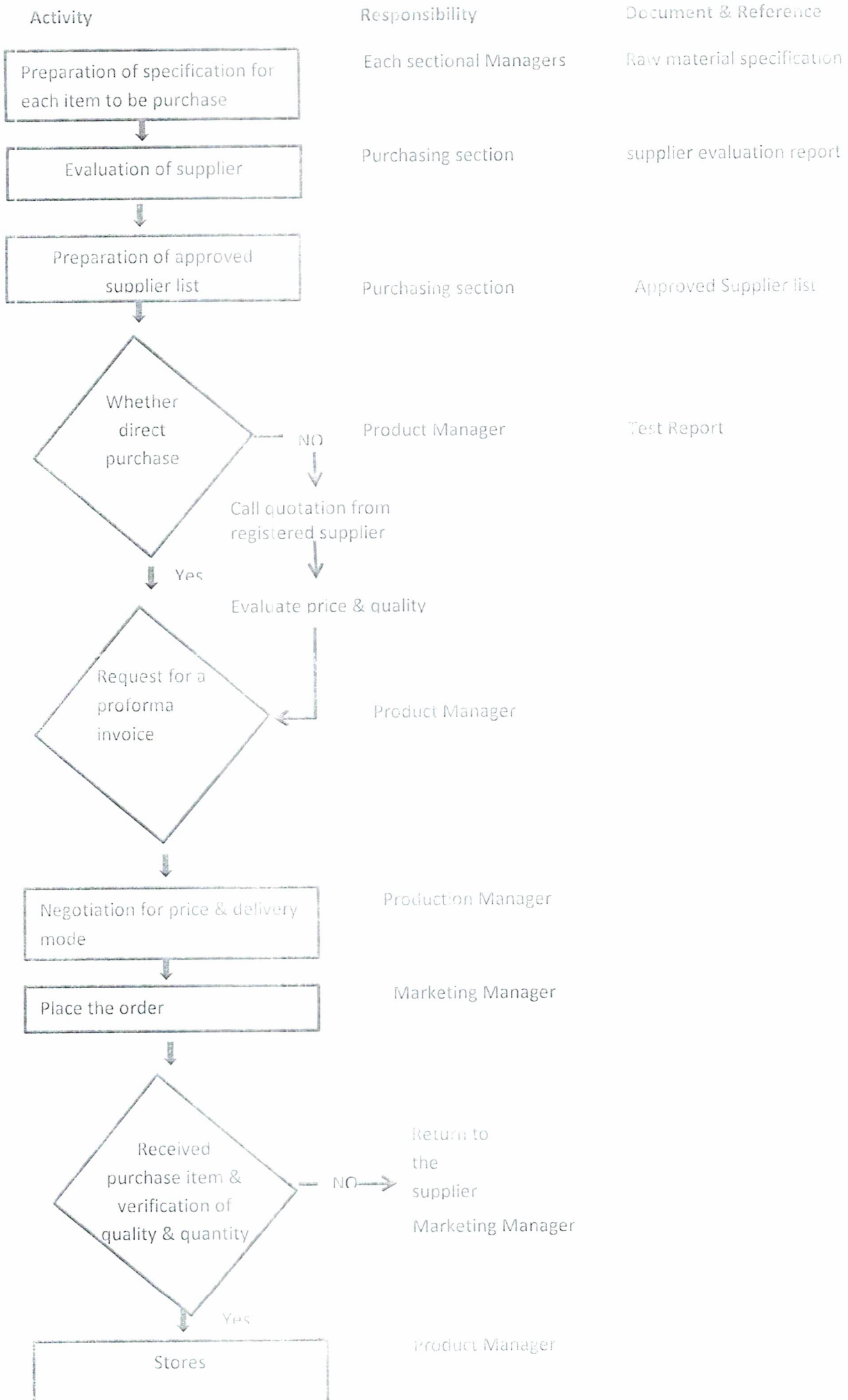
Activity	Responsibility	Document & Reference
<p>Obtaining orders from</p>	Sales representative	
<p>Order form</p>	Sales representative	
<p>Checking availability of requested goods in storage</p> <p>Collect outstanding sales rep</p>	Store keeper	Stock book
<p>Checking whether there are any outstanding</p> <p>Non conformity</p> <p>Yes</p> <p>NO</p>	Accounts sector	Database
<p>Dispatch goods</p>	Transportation sector	
<p>Were the goods delivered to the destination?</p> <p>NO</p> <p>Goods returned to the storage</p> <p>Yes</p>	Store keeper	GRN
<p>Dealer/customer feedback</p>	Marketing/sales representative	Customer feedback form
<p>Deal closed</p>		

# Quality Plan for Design & Development





# Quality Plan for Purchasing



Preparation of specification for each item to be purchase

Evaluation of supplier

Preparation of approved supplier list

Whether direct purchase

NO  
Call quotation from registered supplier

Request for a proforma invoice

Evaluate price & quality

Negotiation for price & delivery mode

Place the order

Received purchase item & verification of quality & quantity

NO → Return to the supplier  
Marketing Manager

Stores

Responsibility

Document & Reference

Each sectional Managers

Raw material specification

Purchasing section

supplier evaluation report

Purchasing section

Approved Supplier list

Product Manager

Test Report

Product Manager

Production Manager

Marketing Manager

Return to the supplier

Marketing Manager

Product Manager