

SOP Template: Parts Replacement Approval and Procurement Process

This SOP defines the **parts replacement approval and procurement process**, detailing the steps for identifying the need for part replacements, obtaining necessary approvals, selecting suppliers, and managing procurement activities. It ensures timely and cost-effective acquisition of replacement parts while maintaining quality standards and compliance with organizational policies.

1. Purpose

To establish a standardized process for the identification, approval, and procurement of replacement parts to ensure operational continuity and policy compliance.

2. Scope

This procedure applies to all departments and personnel involved in the parts replacement and procurement process within the organization.

3. Responsibilities

Role	Responsibility
Requester	Identifies need, fills requisition form, submits for approval.
Department Manager	Reviews and approves/denies requests, confirms necessity and budget.
Procurement Team	Obtains quotes, selects suppliers, issues purchase orders, tracks orders.
Quality Assurance	Verifies received parts meet specifications.
Finance	Processes payments and maintains records.

4. Procedure

- 1. Identification of Need**
 - Requester detects faulty/damaged part or anticipates need for replacement.
 - Completes Parts Replacement Requisition Form with relevant details.
- 2. Managerial Approval**
 - Department Manager reviews form for necessity, compliance, and budget.
 - Approval or rejection is communicated to requester and procurement team.
- 3. Supplier Selection**
 - Procurement team solicits quotations from approved vendors (minimum three, where possible).
 - Evaluates quotes based on quality, price, delivery, and reliability.
 - Selects supplier and prepares purchase order (PO).
- 4. Procurement & Order Tracking**
 - Procurement issues PO to selected supplier.
 - Monitors order status and ensures timely delivery.
- 5. Receiving and Inspection**
 - Store/warehouse receives items, checks for quantity and visible damages.
 - Quality Assurance inspects for compliance with specifications.
 - Accepted items are recorded and stored; discrepancies are reported immediately.
- 6. Payment Processing**
 - Finance receives and processes invoice, making payment as per agreed terms.
- 7. Record Keeping**
 - All documentation is filed and maintained for audit and reporting purposes.

5. Documentation

- Parts Replacement Requisition Form
- Approval Records
- Quotations from Suppliers
- Purchase Orders
- Receiving and Inspection Reports
- Invoices and Payment Records

6. References

- Procurement Policy
- Quality Standards Manual
- Approved Suppliers List

7. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial Release	[Author Name]