**Purpose**

To describe the process for selection and ongoing assessment of suppliers used by the HMC Transfusion Services.

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| **Role** | **Action** | **Related Documents** |
| Laboratory Management | * Ensures that mechanisms to determine criteria and methods for verification (if applicable) are in place for assessment of suppliers prior to ordering.
* Performs ongoing review of supplier performance via documentation of failure to meet criteria.
* Contacts vendor for resolution of problems.
* Monitors recalls and market withdrawals.
* Initiates annual review of major reagent vendors using the Supplier Qualification and Assessment form
 | * Quality Policy: Supplier Selection and Qualification
* Quality Improvement Monitor Form
* Supplier Qualification and Assessment Form
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| Quality Manager | * Tracks and Trends Supplier issues as part of monthly data collection.
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| Laboratory Staff | * Report any problem with a supplier using Quality Improvement Monitor Form.
* Notifies manager immediately if a supplier issue affects patient care.
* Performs annual Supplier Assessments when assigned.
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**Reference:**

Standards for Blood Banks and Transfusion Services, AABB, Current Edition.