

## Supplier Quality Questionnaire

Company name:

Address:

Telephone Number:

Fax Number:

Principle products:

Quality Manager:

Tel No.

Email address:

Managing Director:

Technical contact:

Commercial contact:

Number of employees:

### Quality system certification held by company (e.g. BS EN ISO 9001:2000)

Standard	Approval body

*Please provide copies of certificates*

### Customer approvals held by company (include any BEAS approvals held)

*Please provide copies of certificates*

**# Details of applicable certificates are to be provided**

## Supplier Quality Questionnaire

### Section A - Quality

- A1 Do you maintain a manual/procedures describing your quality management system(s)?
- A2 Do you maintain an internal audit program?
- A3 Do you determine the necessary competencies for personnel performing work affecting product quality and maintain records of education, training, skills and experience?
- A4 Do you conduct a formal review of order requirements ensuring that the requirements are fully understood and adequately communicated throughout the organization and supply chain?
- A5 Are written instructions used which list the manufacturing sequence and describe the methods to be used on each job including inspection requirements?
- A6 Is the inspection status of material and part identified throughout the receiving and manufacturing process?
- A7 Is inspection equipment used subject to calibration controls?
- A8 Are non-conforming materials and parts identified, segregated and stored in a designated area?

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## Supplier Quality Questionnaire

- A9 Do you maintain a procedure for recording, analyzing and prioritizing the management of problems (e.g. non-conformance)?
- A10 Do you continually improve the effectiveness of the quality management system through the use of quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review?
- A11 Do you have a documents procedure within your management system which controls source and method change?

### Section B - Procurement

- B1 Do your purchase orders flow down all requirements, including contract specific quality requirements, specifications and revisions to sub-tier suppliers?
- B2 Do you inspect purchased items upon receipt to verify that they meet purchase order requirements?
- B3 Do you have a process for the selection, approval and maintenance of sub-tier suppliers?
- B3 Are sub-tier suppliers subject to quality surveillance audit to validate systems that have an effect on product quality?  
Can you demonstrate that any deficiencies found have been suitably addressed within the agreed time-scales?

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## Supplier Quality Questionnaire

### Section C - Drawing and document change control

- C1 Are there documented procedures to insure that the correct drawings, specifications and related documents are available for the procurement, manufacturing and acceptance of your products?

### Section D – Health, Safety and Environment

- D1 Is your management system certified to the Environmental Management System (EMS) standard ISO 14001 or registered under EMAS (Eco Management and Audit Scheme) #?

- D2 How is your environmental management system deployed?

- D3 Is your management system certified to the Health and Safety Management System standard OHSAS 18001 or equivalent #?

- D4 Do you assess your Health, Safety and Environment risks and put appropriate controls in place?

**Please provide copies of relevant quality certification.**