

PROCUREMENT QUALITY CONTROL QUESTIONNAIRE

This questionnaire establishes and defines capability. Your negative response to a question does not necessarily reflect a lack of control over your product quality but is a guide for our overall evaluation of your Quality Program.

After completion, please return this questionnaire to the Q.A. /Engineering Manager at the address shown below.

PART 1 - Company Information

Company _____ Date _____

Address

Location of manufacturing

Product supplied

Contact person - Inside (Name & Title)

Contact person - Outside (Name & Title)

Head of Q.A./Q.C. (Name & Title)

Head of QA/QC reports to (Name & Title)

PART 2 - Company Detail

Number of office employee's _____ Number of plant employee's _____

Number of Q.A./Q.C. Inspectors _____

% Of office area verses plant _____ % of stock area verses plant _____

% Raw material verses finished goods _____

Is company Unionised? If so what is the contract date _____

Type of Manufacturing (MRP, KanBan, etc.) _____

How are **our organization** specs used in production _____

Are manufacturing employees empowered _____

PART 3 - Quality Management System

YES NO

Does your facility have a Quality Management System

___ ___

If **YES** Complete **Part 3A**

If **NO** Complete **Part 3B**

PART 3A

Standards of specifications with which your Quality System complies (ISO9001, Z299.1 etc.)

_____ Please provide a copy of your Quality Manual and Quality Certificate.

List below customers and/or regulatory bodies who have surveyed/audited your Q.A./Q.C system within the past two (2) years:

PART 3B

YES NO

- a) Is your Q.A./Q.C. program supported and approved by top management? ___ ___
- b) Do you maintain a written Q.A./Q.C. program and procedures in the form of a manual or formal instructions? ___ ___
- c) Do you have established procedures for control and distribution of latest applicable drawings, specifications, Engineering changes or other design changes? ___ ___
- d) Are incoming records available showing items received, accepted, part number, purchase order, reason for rejection, etc.? ___ ___
- e) Are vendor audits performed and documented? ___ ___
- f) Are latest drawings and instructions available in final inspection/ test areas? ___ ___
- g) Are in-process inspections or tests performed or verified by Q.A./Q.C. ___ ___
- h) Is shipping inspection performed by, or under the surveillance of, Q.A./Q.C.? ___ ___
- i) Do you have schedules assuring calibration of inspection and test equipment? ___ ___
- j) Are provisions made for identification and segregation of non-conforming material? ___ ___
- k) Does your system provide for retention of records of inspections and tests? ___ ___

- | | | |
|---|-----|-----|
| l) Do you maintain a system of controls for corrective action? | ___ | ___ |
| m) Do you provide periodic audits to verify compliance to your Quality Program? | ___ | ___ |
| n) Can you provide a certificate of compliance with the product you furnish to certify that documentation is on file at your facility to verify that all purchasing requirements have been met? | ___ | ___ |

PART 4 – Environmental Management System

YES NO

Does your facility have an Environmental Management System

___ ___

If **YES** Complete **Part 4A**

If **NO** Complete **Part 4B**

PART 4A

Standards of specifications with which your Environmental System complies (ISO14001) _____

Please provide a copy of your Environmental Certificate.

List below customers and/or regulatory bodies who have surveyed/audited your Environmental System within the past two (2) years:

PART 4B

YES NO

- | | | |
|---|-----|-----|
| a) Does your company have an environmental policy? | ___ | ___ |
| b) Is the policy signed by local senior management? | ___ | ___ |
| c) Have resources and responsibilities been allocated to implement the policy? | ___ | ___ |
| d) Has the policy been communicated to all employees? | ___ | ___ |
| e) Does your company have a formal, written Environmental Management System (EMS) in place? | ___ | ___ |
| f) Have you identified:
- legislation relevant to the company's environmental issues?
(e.g. air and water emissions legislation, hazardous waste regulations, fire codes, etc.) | ___ | ___ |
| g) Have you identified:
- significant environmental concerns (e.g. energy use, hazardous waste generation, recycling initiatives, etc.) associated with the company's activities, products and services? | ___ | ___ |
| h) Have goals been established for environmental improvement?
(e.g. improve recycling, eliminate hazardous substances, etc.) | ___ | ___ |

- i) Is there a plan for achieving these goals within set time frames? ___ ___
- j) Does your company have an emergency response plan (e.g. fire, spills, natural disasters, etc.) that ensures continuity of your business operations? ___ ___
- k) Does your company perform spotchecks, inspections and/or audits pertaining to environmental issues (e.g. energy, compliance, recycling)? ___ ___
- l) Is environmental awareness (e.g. recycling programs, environmental policy) included in the training program for all staff? (includes on-the-job training) for emergency situations? ___ ___
- m) Is there a method to deal with public inquiries and concerns with respect to environmental matters? ___ ___
- n) Has your company instituted any energy conservation initiatives? ___ ___
- o) Does your company endeavour to avoid or minimise the generation of pollutants? (e.g. to water, soil or air) ___ ___
- p) Are global warming or ozone-depleting substances avoided? ___ ___
- q) Is the use of hazardous materials in your company's product or service avoided or minimised? ___ ___
- r) Have environmental regulators taken enforcement action against your company in the last five years? ___ ___

Part 5 -Questions for suppliers of manufactured products:

- a) Are your products REACH and RoHS compliance? ___ ___
If No, explain what products _____
- b) Are your products Conflict Mineral compliance? ___ ___