



# Vendor Quality Assessment Questionnaire

Company Name	
Address	
Telephone Number	
Fax Number	
Website Address	

Name & Title for Quality Contact	
Direct Tel / e-mail address	
Name & Title for Accounts Contact	
Direct Tel / e-mail address	
Name & Title for Sales Contact	
Direct Tel / e-mail address	

Completed by	
Position Held	
Signed	
Date	



Formal QA Approval	Registration Number	Accreditation Date	Date of Last Assessment
BS EN ISO 9001:2000			
enter other			
enter other			
enter other			

Other Approvals Held


*Please Supply Copies Of Approval Certificates And Scope of Approval*

Do you operate an effective (documented) Quality Management System?	YES / NO
Is a quality manual available?	YES / NO
Are your systems audited and reviewed regularly	YES / NO
Is a Management review of the Quality Management System carried out at regular intervals?	YES / NO
Are documented procedures available to all personnel?	YES / NO
Are test & inspection equipment calibrated and certified to National standards?	YES / NO
Are records of inspection maintained?	YES / NO
Can your company provide certificates of conformity for products supplied?	YES / NO

**Control of Incoming Goods**

Are goods segregated and identified?	YES / NO
Is a batch or numbering system used?	YES / NO
Are quantities and details reviewed against original order and delivery paperwork ?	YES / NO
Are all received material/goods recorded and traceable to suppliers' Certificates of Conformity, Mill Certificates and Chemical Analysis as appropriate?	YES / NO
Is free issue material subject to incoming inspection?	YES / NO
Do you maintain a register of approved suppliers?	YES / NO
How is supplier approval carried out ?	
Is there a documented supplier rating system in place?	YES / NO
Does the supplier rating system measure supplier quality and delivery performance ?	YES / NO
Is supplier performance regularly reviewed and corrective action taken as required ?	YES / NO
Are suppliers approvals reviewed on a regular frequency by repeat questionnaire / visit, etc. ?	YES / NO



**Manufacturing / Process Control**

Is there a formal system for control of change to drawings and technical data ?	YES / NO
Outline this system if applicable	
Are batch control procedures and inspection route cards used during all manufacturing processes ?	YES / NO
Is material / goods traceability to source maintained during the manufacturing process ?	YES / NO
Are detailed work instructions used ?	YES / NO
Are corrective action requirements documented and implemented ?	YES / NO
Are production and inspection records kept ?	YES / NO
What testing equipment and gauging is used ?	
Are these regularly calibrated ?	YES / NO
Are calibration records and certificates available for inspection?	YES / NO



**Inspection Procedures**

Is in-process inspection carried out ?	YES / NO
Are there detailed written inspection procedures ?	YES / NO
Is final inspection carried out ?	YES / NO
To what level are in-process inspections and process controls carried out ?	
Are records kept of inspection results ?	YES / NO
Is non conforming material recorded ?	YES / NO
Is non conforming material quarantined ?	YES / NO
Would / Can you issue Certificate of Conformity ? <i>(Please attach sample)</i>	YES / NO



**Materials Handling**

Is material suitably identified and protected from damage during storage, production and delivery ?	YES / NO
Is material suitable identified and packed for transit ?	YES / NO
Is delivery carried out by your own transport ?	YES / NO
Is delivery carried out by private carrier ?	YES / NO
Do you carry out materials handling training / instruction ?	YES / NO
Number of employees in production roles ?	
Number of employees in inspection / quality roles ?	

**Training**

Do you have a system for personnel training ?	YES / NO
Are training records available for all members of the company, recording training received and training requirements ?	YES / NO
Are training records available detailing training and appropriate competency levels for staff carrying out special processes ?	YES / NO