

Supplier Quality Questionnaire

Supplier Name: **Tel No:**

Supplier Address: **Email:**

..... **Website:**

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Managing Director:

Quality/ Inspection Contact: **Job title:**

Production Contact: **Job title:**

Production capabilities:

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Declaration

All the information provided in this document is complete, true and correct. I am authorised by the relevant personnel within my organisation to provide this information.

Signed: **Job title:**

Name: **Date:**

1. How is quality controlled within your organisation?

2. Is the company approved to a recognised quality systems standard? If so which?

3. How would you undertake inspection to maintain drawing requirements?

4. What specialised metrology equipment do you utilise?

5. How are results of the inspection operations documented?

6. How is in-process inspection carried out to ensure adequate process control?

7. How long are manufacturing and inspection records retained?

8. How do you ensure that all specifications, drawings, etc. are of the latest issue?

9. Is all calibration traceable to National Standards? If not, please comment.

10. How do you ensure that inspection equipment is calibrated?

11. How do you select your suppliers?

12. What internal process specifications do you utilise to ensure adequate control.

13. What methods of handling and storage do you employ to:

a) ensure maintenance of batch identity?

b) ensure maintenance of inspection status?

c) prevent damage and deterioration?

14. How are nonconforming items identified?

15. How are nonconforming items disposed?

16. To what extent, if any, is final inspection applied?

17. If potential or actual deviation from requirements occur, what is done to prevent future re-occurrence?

18. Are records kept of material batches and supplier? Yes/No

19. Can material traceability be offered? Yes/No

20. Can test results be made available to customers? Yes/No

21. Do you have ISO 9001 certificate? If so, please attach Yes/No

22. Do you have AS9100/AS9120 certificate? If so, please attach Yes/No

23. Do you have ISO 14001? If so, please attach Yes/No

23.a If No do you have any plans to achieve ISO 14001? Yes/No

24.b Is there an environmental policy in place? (or, do you operate to any environmental management standard?) Yes/No

24.c If **No**, are there any plans to implement an environmental policy? Please detail. Yes/No

24.d Please provide evidence or further information if there is an environmental policy in place, such as the extent to which you impose environmental requirements on your suppliers and throughout your supply chain? (Comment or attach)

25. Has the company had any environmental enforcement actions in the last 5 years? If so, please specify Yes/No

26. Do you have ISO 18001/45001? If so, please attach Yes/No

26.a If No do you have any plans to achieve ISO 45001? Yes/No

26.b Is there an H&S policy in place? (or, do you operate to any OH&S management standard?) Yes/No

26.c If **No**, are there any plans to implement an OH&S policy? Please detail. Yes/No

26.d Please provide evidence or further information if there is an OH&S policy in place, such as the extent to which you impose OH&S requirements on your suppliers and throughout your supply chain? (Comment or attach)

27. Has the company had any HSE Improvement or Prohibition notices Yes/No
in the last 5 years? If so, please specify

(Note: This form is available on the internet at <https://www.reliance.co.uk/wp-content/uploads/2018/02/QA0009-Instructions-to-Suppliers.pdf>)