

	SUPPLI	ER DATA			
NAME	FACILITY A	ADDRESS			
TEL NO	FAX NO	E-MAIL	VAT NO		
MAIN PRODUCT OR SERVICES					
TOTAL NO OF EMPLOYEES:					
ADMIN	DESIGN	QA/QC	PRODUCTION		
	KEY PERSONNEL		TEL NO		
GENERAL MANAGER TECHNICAL					
QUALITY					
ACCOUNTS					
COMMERCIAL					
TOTAL TURNOVER					
REMARKS	REMARKS				
APPROVALS					
NATIONAL/INTERNATIONAL APPROVAL					
MAY WE HAVE A COPY OF YOUR APPROVAL CERTIFICATES YES/NO					
OTHER COMPANIES					
MAY WE HAVE A COPY OF YOUR QUALITY MANUAL YES/NO					

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GENERAL COMMERCIAL TERMS			
DELIVERY TERMS:			
DELIVERY CONDITIONS:			
PAYMENT TERMS:			
PAYMENT CONDITIONS:			
OTHER:			
QUESTIONS	ANSWERS		
Is there a Quality Policy Statement?			
Is there a Company Organisation Structure showing the Quality Managers reporting route to Senior Management?			
Are there sufficient resources/trained personnel available in the Quality Department independent of tasks being performed?			
Are management reviews held periodically to establish continued adherence to the Quality System?			
Is there a documented Quality System?			
Is there an effective system for reviewing contracts to ensure sufficient capability, that the requirements are adequately defined and that none of the requirements differ from the tender?			



QUESTIONS	ANSWERS
Are design activities assigned to qualified personnel equipped with adequate resources?	
personner equipped with adequate resources?	
Are interfaces between design groups and others	
identified?	
licentified.	
Is there a system for ensuring that design inputs	
are identified, documented and reviewed, design	
outputs are recorded and analysed to ensure they	
contain reference to accepted criteria, they	
meet the design input requirements, appropriate	
regulatory requirements and identify those	
characteristics which are crucial to the proper	
and safe functioning of equipment?	
Is there a system for design verification by	
undertaking qualification testing, comparing	
with existing designs, holds design reviews etc?	
Are drawings and other documents affecting the	
quality of the product reviewed, authorised and	
under change control?	
Is there a mechanism for ensuring that obsolete	
documents are removed from the work place?	
Is a master document list with current issues	
held in order to preclude the use of non-	
applicable documents?	
applicable documents:	
Is there a system for assessment of sub	
contractors?	
Is there a system for ensuring that purchasing	
documents contain precise descriptions of the	
product required, including numbers and	
revision of any drawings/specifications and	
where they can be found?	



OUESTIONS	ANGWEDS
QUESTIONS Are there provisions for controlling storage of customer supplied product and a system for reporting any anomalous conditions affecting such product?	ANSWERS
Is there a system for product identification, traceability during production, testing, delivery and installation?	
Are there procedures for the control of processes which directly affect quality, in the form of work instructions? Are processes monitored and controlled? Are they approved and are there published workmanship standards?	
Is there a system for continuous monitoring of processes when the result of the process cannot be verified at later stages of production or on the completed product?	
Is there a system for verifying incoming product to the purchase order?	
Is there a system for ensuring that all products receive final test/inspection prior to release of sold products?	
Is there a system to ensure that all test equipment/inspection measuring instruments used for product verification are calibrated and the calibration is traceable to national standards? Is all equipment labelled and where appropriate, integrity seals used?	
Is there a system for ensuring that product inspected on completion of product and found to be none conforming is labelled as such and isolated?	
Is there a system for non conforming product control to prevent inadvertent future use?	



QUESTIONS	ANSWERS
Is there a system for non conforming product review by responsible personnel to ensure that the correct disposition is reached?	
Is there a system implementing corrective actions to ensure non recurrence of non conformances including monitoring to ensure corrective action is effective?	
Are there systems to ensure that products are handled and stored, packaged and delivered without risk or deterioration?	
Are retrievable records kept for items contained in paragraphs 4, 5, 6, 14, 16, 17, 19, 20, 21, 22 23, 25, 29, 30 as a minimum?	
Is there a system for conducting internal quality audits carried out by personnel Independent of the function being audited	
Is there a system for identifying and ensuring that all staff receives the required level of training for the tasks they perform, where these tasks affect the quality of the product?	
Is there a system for statistical techniques to verify the process capability and product characteristics?	
Where applicable, is there a system for performing and verifying servicing?	
Signed	Date
Name	Position

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