



**RING SIGHTS DEFENCE GROUP LIMITED VENDOR QUESTIONNAIRE**

<b>SUPPLIER DATA</b>			
NAME		FACILITY 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			
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?	



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QUESTIONS	ANSWERS
Are design activities assigned to qualified personnel equipped with adequate resources?	
Are interfaces between design groups and others identified?	
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?	
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?	



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QUESTIONS	ANSWERS
Are there provisions for controlling storage of customer supplied product and a system for reporting any anomalous conditions affecting such product?	
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?	

