RING SIGHTS P.O.Box 22, Bordon, Hants GU35 9PD

RING SIGHTS HOLDING CO LIMITED VENDOR QUESTIONNAIRE

QA - VQ1 (ISO 9001 Paragraph 4.6.2)

SUPPLIER DATA

NAME:

FACILITY ADDRESS:

TEL: **FAX:** **VAT NO.**

MAIN PRODUCT OR SERVICES:

FACILITY INFORMATION

TOTAL NO. OF EMPL:

ADM: **DESIGN** **QA/QC** **PRODUCTION**

TOTAL TURNOVER

REMARKS

KEY PERSONNEL

GENERAL MANAGER **TEL: EXT**

TECHNICAL

COMMERCIAL

QUALITY

ACCOUNTS

APPROVALS

NAT/INTL APPROVAL

OTHER COMPANIES

CAN WE HAVE A COPY OF QUALITY MANUAL Y/N

GENERAL COMMERCIAL TERMS

DELIVERY TERMS

DELIVERY CONDITIONS:

PAYMENT TERMS:

PAYMENT CONDITIONS

OTHER:

RING SIGHTS DEFENCE LIMITED VENDOR QUESTIONNAIRE

QUESTION	ANSWER
1 Is there a Quality Policy Statement ?	
2 Is there a Company Organisation Structure showing the Quality Manager=s reporting route to Senior Management ?	
3 Are there sufficient resources/trained personnel available in the Quality Department independent of tasks being performed ?	
4 Are management reviews held periodically to establish continued adherence to the Quality System ?	
5 Is there a documented Quality System ?	
6 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 ?	
7 Are design activities assigned to qualified personnel equipped with adequate resources ?.	
8 Are interfaces between design groups and others identified ?	

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QUESTION	ANSWER
9 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 ?	
10 Is there a system for design verification by undertaking qualification testing, comparing with existing designs, holddesign reviews etc ?	
11 Are drawings and other documents affecting the quality of the product reviewed, authorised and under change control ?	
12 Is there a mechanism for ensuring that obsolete documents are removed from the work place ?	
13 Is a master document list with current issues held in order to preclude the use of non-applicable documents ?	
14 Is there a system for assessment of sub contractors ?	
15 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 ?	

RING SIGHTS DEFENCE LIMITED VENDOR QUESTIONNAIRE

QUESTION	ANSWER
16 Are there provisions for controlling storage of customer supplied product and a system for reporting any anomalous conditions affecting such product ?	
17 Is there a system for product identification/traceability during production, tersting, delivery and installation ?	
18 Are there procedures for the control of processes whcih directly affect quality, in the form of work instructions ? Are processes monitored and controlled ? Are they approved and are there published workmanship standards ?	
19 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 ?	
20 Is there a system for verifying incoming product to the purchase order ?	
21 Is there a system for ensuring that all products receive final test/inspection prior to release of sold products ?	

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QUESTION	ANSWER
22 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 ?	
23 Is there a system for ensuring that product inspected on completion of product and found to be non conforming is labelled as such and isolated ?	
24 Is there a system for non conforming product control to prevent inadvertent future use ?	
25 Is there a system for non conforming product review by responsible personnel to ensure that the correct disposition is reached ?	
26 Is there a system implementing corrective actions to ensure non recurrence of non conformances including monitoring to ensure corrective action are effective ?	
27 Are there systems to ensure that products are handled and stored, packaged and delivered without risk or deterioration ?	
28 Are retrievable records kept faor items contained in paragraphs 4, 5, 6, 14, 16, 17, 19, 20, 21, 22 23, 25, 29, 30 as a minimum ?	

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QUESTION	ANSWER
29 Is there a system for conducting internal quality audits carried out by personnel Independent of the function being audited	
30 Is there a system for identifying and ensuring that all staff receive the required level of training for the tasks they perform, where these tasks affect the quality of the product ?	
31 Is there a system for statistical techniques to verify the process capability and product characteristics ?	
32 Where applicable, is ther a system for performing and verifying servicing ?	

Signed..... **Date.....**

Name..... **Position.....**