

SUPPLIER QUESTIONNAIRE

In order to facilitate an evaluation of your company as a supplier, we kindly request that you answer the following questions.

1 - General Information	
Company Name	
Address	
Telephone No.	
Fax No.	
Year of Establishment	
Ownership	
Type of Company	
2 - Financial Information	
Share Capital	
Turnover/year	
Warehouse Value	
3 – Organization Chart	
<i>Please enclose when returning the questionnaire</i>	
4 – Staffing Levels Description	
Design	
Production Labour	
Inspectors	
Technicians	
Engineers	

5 – Supplier Facilities Description	
Production facilities and limitations	
Plant facilities	
Welding	
NDT facilities	
Types of machines (<i>please enclose list</i>)	
Assembly outdoors and indoors with crane capacity	
Testing facilities by discipline	
Surface protection facilities	
Hydraulic assembly testing	
Electrical / Instrument assembly	
Weighing facilities	
Shipping facilities:	Quay dept of water:
Lifting capacity in ton	
Distance to nearest Quayside, by road and road limitations	
Site transport facilities sizes, weight / lifting capacity	
Office facilities for clients	

No.	QA-Questionnaire	Yes	No	Cooments
1	QA - REQUIREMENTS			
1.1	Have you established and implemented a QA-system based on an ISO standard?			
1.2	Which ISO standards have you implemented?			
1.3	Date of implementation?			
1.4	If not, which standard?			
1.5	Have you appointed a management representative who shall have defined authority and responsibility for ensuring that the requirements of your QA-standard are implemented and maintained?			
1.6	Does the representative have other responsibilities in your company?			
1.7	If any, please describe.			
1.8	Approval by classification company like ABS or DNV			
2	DOES YOUR QA-SYSTEM INCLUDE PROCEDURES FOR THE FOLLOWING ACTIVITIES:			
2.1	Order review			
2.2	Filing of records from order reviews			
2.3	Control and verification of design			
2.4	Design changes			
2.5	Document control and document filing			
2.6	Purchasing			
2.7	Subcontracting of work			
2.8	Quality surveillance			
2.9	Expediting of sub-contractors and suppliers			
2.10	Assessment of sub-contractors			
2.11	Receiving inspection and testing			
2.12	In-process inspection and testing			
2.13	Final inspection, testing and release			
2.14	Control, calibration and inspection of measuring and test equipment			
2.15	Maintaining records on testing equipment			
2.16	Which functions in your organisation are not covered by your QA-system, if any?			

No.	QA-Questionnaire	Yes	No	Cooments
3	HANDLING OF NON-CONFORMANCES			
3.1	Do you have a procedure for reporting, handling and documentation of non-conformances?			
3.2	Do you have procedures or a system to ensure that non-conforming products are not delivered?			
3.3	Have you established procedures for corrective actions?			
3.4	Are non-conformances and corrective actions recorded?			
4	QUALITY RECORDS			
4.1	Are there procedures/systems established for collection filing and disposition of quality records?			
4.2	Who is responsible?			
5.	PLANNING AND PROGRESS REPORTING			
5.1	Have you established a system for overall Production Planning?			
5.2	Have you established a system for detail planning of each Purchase Order?			
5.3	Do you have a system for internal and external progress reporting?			
5.4	Are Quality Plans well known to you?			
6	QUALITY AUDITS			
6.1	Do you carry out internal audits on a regular basis?			
6.2	Do you carry out audits towards your sub-suppliers?			
6.3	Are your internal and external audits planned?			
6.4	Are the results recorded and filed?			
6.5	Has your company been audited the last year by any major company or authority?			
6.6	Are the results of such audits available?			

Name			
Title			
Signature			Date:
Stamp			