



Company: _____

VENDOR QUALITY ASSURANCE QUESTIONNAIRE

AlMansoori Specialized Engineering
P.O. Box 3374
Abu Dhabi

Tel : +971 – 2 – 5554134
Fax : +971 – 2 – 5546922
Email :

United Arab Emirates

Vendor: _____

Address from which the purchaser is supplied:

Tel No. :

Fax No. :

Telex No. :

After office hours Tel. NO & Contacts:

Products Supplied:

Commercial Contact (s)

Technical Contact (s):

Health & Safety Contact:

- 1) Is the company registered to any ISO 9000 or any other quality assurance standard? _____
- 2) If Yes, give details including scope registration _____
- 3) Certificate Number _____
- 4) If No, is the company in the process of registration and what is the expected date of completion? _____

Does the Company, _____

- 1) Have a document quality assurance system? (if Yes, enclose an uncontrolled copy of your quality manual)
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 2) Have a representative responsible for the Q.A system who reports to a senior manager?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

Name : **Job Title** :

Reporting to

Name : **Job Title** :

- 3) Audit and review the QA system with documented records to show actions taken?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 4) Operate in process inspection and control to documented procedures and control limits?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 5) Calibrate testing equipment to a regular schedule using a documented procedure?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 6) Identify batches / lots of product with a batch number ensuring traceability, including deliveries in bulk?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 7) Operate product inspection / testing independent of production?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 8) Test finish product before despatch conformity with documented specification, using documented procedures?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 9) Keep readily retrievable records of product quality for at least 2 Years?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- 10) Have procedures which ensure untested material in not despatched?
- | | | |
|-----|----|-------|
| YES | NO | N / A |
|-----|----|-------|

- | | | | |
|--|-----|----|-------|
| 11) Segregate or identify non-conforming product to prevent inadvertent despatch? | YES | NO | N / A |
| 12) Operate a documented system for the supply of non-conforming product only by agreed concession prior to despatch? | YES | NO | N / A |
| 13) Supply the Purchaser with an written and agreed product specification? | YES | NO | N / A |
| 14) Supply on request a certificate of conformity to the agreed specification to arrive with each delivery? | YES | NO | N / A |
| 15) Operate a purchasing system to ensure that materials and services supplied meet contract requirements? | YES | NO | N / A |
| 16) Use suppliers selected on the basis of their quality capability? | YES | NO | N / A |
| 17) Operate a vendor rating system? | YES | NO | N / A |
| 18) Clearly state technical and quality requirements on purchasing documents? | YES | NO | N / A |
| 19) Inspect incoming materials to the extent necessary to ensure they meet the order specification? | YES | NO | N / A |
| 20) Provide adequate storage for finished product? | YES | NO | N / A |
| 21) Ensure deliveries are adequately protected during transit? | YES | NO | N / A |
| 22) Ensure all deliveries are adequately identified on each container including product description, shelf life, together with any necessary hazards marking as appropriate? | YES | NO | N / A |
| 23) Maintain training records for all personnel whose activities may affect the quality of the product, delivery or service we receive? | YES | NO | N / A |
| 24) Allow the purchaser representative to audit its QA system on request? | YES | NO | N / A |
| 25) Close for annual holidays, and if so, what are the supply arrangements during this period? | YES | NO | N / A |
| 26) Use statistical techniques to determine acceptable quality levels for compliance to specifications? | YES | NO | N / A |

Please enclose any 'Product Information' Sheets which your company may routinely disseminate to customers.

The completed form and attachments to be returned to ;

Corporate HSE & Quality Manager

AlMansoori Specialized Engineering

P.O.Box 3374

Abu Dhabi

United Arab Emirates

Signature of Authourised

Company representative :

Title :

Date :