

## Supplier questionnaire A.42

### Company

Company name:	
Address/town/country - Head Office:	
Address/town/country - Branch:	
Phone/fax:	
Contact/title:	
E-mail:	
Number of employees:	
Supplier of:	
Completion of questionnaire - date:	

### Key persons

Managing Director:	
Responsible for production:	
Responsible for quality:	

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### Quality evaluation

1	Quality in general	yes	no	% implemented	Remarks
1.1	Do you have a quality policy?	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Do you have quality objectives and do you compare to achievement of set objectives?	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Do you have a certified quality control system? If so, which? Please reply to 1.4 and 8, 13, 14, 15 (please enclose copy of certificate). If no, please continue with the questions below.	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Are there any pending deviations to the quality control system?	<input type="checkbox"/>	<input type="checkbox"/>		
2	Personnel	yes	no	% implemented	Remarks
2.1	Do you have an organization chart? If so, please enclose a copy	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Do you have job descriptions?	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Do you have training plans?	<input type="checkbox"/>	<input type="checkbox"/>		
3	System evaluation	yes	no	% implemented	Remarks
3.1	Does management regularly evaluate the quality control system?	<input type="checkbox"/>	<input type="checkbox"/>		
	When did the last evaluation take place?				
3.3	Is the evaluation made according to a certain scheme?	<input type="checkbox"/>	<input type="checkbox"/>		
3.4	Are improvements activities started up based on the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>4</b>	<b>Customer requirements</b>	yes	no	% implemented	<b>Remarks</b>
4.1	Do you make a review of customer requirements before you make an offer?	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	Do you have registrations of the review?	<input type="checkbox"/>	<input type="checkbox"/>		
4.3	Do you make customer satisfaction analyses?	<input type="checkbox"/>	<input type="checkbox"/>		
4.4	When did you make the last customer satisfaction analysis?				
4.5	Do you have a documented objective as to security of delivery and % of claims?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5</b>	<b>Development</b>	yes	no	% implemented	<b>Remarks</b>
5.1	Do you have a procedure for development of new products/processes?	<input type="checkbox"/>	<input type="checkbox"/>		
5.2	Does approval of new products/processes take place according to predefined procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
5.3	Do you have registrations of the development process?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>6</b>	<b>Production</b>	yes	no	% implemented	<b>Remarks</b>
6.1	Do you use work instructions?	<input type="checkbox"/>	<input type="checkbox"/>		
6.2	Do you use identifying codes on your products/traceability?	<input type="checkbox"/>	<input type="checkbox"/>		
6.3	Do you have procedures for packing of finished products?	<input type="checkbox"/>	<input type="checkbox"/>		
6.4	Do you have procedures for marking of goods for dispatch?	<input type="checkbox"/>	<input type="checkbox"/>		
6.5	Is packing made so that you protect the products against damage	<input type="checkbox"/>	<input type="checkbox"/>		

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<b>7</b>	<b>Production equipment</b>	yes	no	% implemen- ted	<b>Remarks</b>
7.1	Do you have routines of maintenance?	<input type="checkbox"/>	<input type="checkbox"/>		
7.2	Do you have routines of calibration for control equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
7.3	Do you register and file results from calibration and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8</b>	<b>Process control</b>	yes	no	% implemen- ted	<b>Remarks</b>
8.1	How do you determine the extent of process control?				
8.2	Do you have control instructions/control plans for all controls?	<input type="checkbox"/>	<input type="checkbox"/>		
8.3	Do you make process control and registration of results?	<input type="checkbox"/>	<input type="checkbox"/>		
8.4	Is there a final inspection and are the results registered?	<input type="checkbox"/>	<input type="checkbox"/>		
8.5	If requested, can you supply a certificate of analysis (COA) with each supply?	<input type="checkbox"/>	<input type="checkbox"/>		
8.6	Do you use SPC? How large is the share of the processes that are surveilled by means of SPC?	<input type="checkbox"/>	<input type="checkbox"/>		
8.7	Which Cpk values are required when SPC is used?				
8.8	Do you start up improvement activities based on analysed measured data?	<input type="checkbox"/>	<input type="checkbox"/>		
8.9	Who is responsible for starting up improvement activities and how do you follow up?				
<b>9</b>	<b>Purchase</b>	yes	no	% implemen- ted	<b>Remarks</b>
9.1	Do you have specifications of raw materials?	<input type="checkbox"/>	<input type="checkbox"/>		

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9.2	Does purchase take place according to described routines?	<input type="checkbox"/>	<input type="checkbox"/>		
9.3	Do you have a procedure for approval of suppliers?	<input type="checkbox"/>	<input type="checkbox"/>		
9.4	Do you supervise suppliers as to their ability of deliver on time and compliance/non-compliance?	<input type="checkbox"/>	<input type="checkbox"/>		
9.5	Do you carry out entry control according to described routines?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>10</b>	<b>Internal audit</b>	<b>yes</b>	<b>no</b>	<b>% implemented</b>	<b>Remarks</b>
10.1	Is internal audit carried out according to a fixed plan?	<input type="checkbox"/>	<input type="checkbox"/>		
10.2	Do you analyse audit results and start up actions based on audit results?	<input type="checkbox"/>	<input type="checkbox"/>		
10.3	Do you work with regular improvements?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>11</b>	<b>Non-conforming products</b>	<b>yes</b>	<b>no</b>	<b>% implemented</b>	<b>Remarks</b>
11.1	Do you have procedures for handling of non-conforming products?	<input type="checkbox"/>	<input type="checkbox"/>		
11.2	Are non-conforming products isolated from other goods and are they clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>		
11.3	Do you have procedures for how you deal with claims?	<input type="checkbox"/>	<input type="checkbox"/>		
11.4	Do you make cause analysis in connection with non-conformity?	<input type="checkbox"/>	<input type="checkbox"/>		
11.5	Do you secure that corrective and preventive actions are started up based on analysis of non-conforming products?	<input type="checkbox"/>	<input type="checkbox"/>		
11.6	Do you register causes, corrective and preventing actions?	<input type="checkbox"/>	<input type="checkbox"/>		
11.7	Do you have a recall procedure?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Kvalitet total</b>					

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### Hygiene evaluation

13	Hygiene	yes	no	% implemented	Remarks
13.1	Do you have a hygiene policy?	<input type="checkbox"/>	<input type="checkbox"/>		
13.2	Have you made a risk assessment of processes (HACCP)?	<input type="checkbox"/>	<input type="checkbox"/>		
13.3	Do you have a certified hygiene control system? Certificate and certificate No (please enclose copy)	<input type="checkbox"/>	<input type="checkbox"/>		
13.4	Did you start up and finish actions based on the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>		
13.5	Has the effect of the actions been documented?	<input type="checkbox"/>	<input type="checkbox"/>		
13.6	Does internal hygiene audit take place according to a fixed plan?	<input type="checkbox"/>	<input type="checkbox"/>		

### Hygiene

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### Environment evaluation

14	Environment	yes	no	% implemented	Remarks
14.1	Do you have an environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>		
14.2	Did you make environmental objectives and do you measure on achievement of set objectives?	<input type="checkbox"/>	<input type="checkbox"/>		
14.3	Do you have a certified environmental control system? Certificate and certificate No (please enclose copy)	<input type="checkbox"/>	<input type="checkbox"/>		
14.4	Any unclarified deviations to the system?	<input type="checkbox"/>	<input type="checkbox"/>		
14.5	Did you define the most important environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>		
14.6	Do you surveil these environmental impacts?	<input type="checkbox"/>	<input type="checkbox"/>		
14.7	Do you carry out internal environmental audit according to a fixed plan?	<input type="checkbox"/>	<input type="checkbox"/>		
14.8	Do you register environmental deviations and start up corrective and preventive actions?	<input type="checkbox"/>	<input type="checkbox"/>		

### Environment

### General questions

15	General questions
15.1	List customer references