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Supplier Questionnaire for New Potential Partners, Suppliers & Vendors

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Our Supplier survey is an intricate part of our Purchasing Process of evaluating and selecting suppliers, vendors and other partners that are essential to our growth and success. We have established this process to identify members of the supply chain in order to continually improve a mutually beneficial relationship and to ensure that the products or other resources acquired meet the needs and expectations of our organization.

In selecting and evaluating partners, suppliers and vendors we consider matters such as

- their contribution to our activities and ability to create value for our organization and stakeholders,
- the potential for continually improving their capabilities,
- the enhancement of our own capabilities that can be achieved through co-operation with the suppliers and partners, and
- the risks associated in the relationships with our supply chain.

General Business

Q.1.1 - How many full-time and part-time employees?

A.Text.1.1 -

Q.1.2 - Number of Shifts and workforce per shift? (1st shift/50; 2nd shift/20; 3rd shift/0)

A.Text.1.2 -

Q.1.3 - How many employees in workforce are working in Quality?

A.Text.1.3 -

Q.1.4 - How many employees in the workforce are working in Production?

A.Text.1.4 -

Q.1.5 - How many employees in the workforce work in Customer Service?

A.Text.1.5 -

Q.1.6 - How Company locations provide Production? (USA = 2; Mexico = 1; etc.)

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A.Text.1.6 -

Q.1.7 - What process or services are outsourced or subcontracted to another workforce? (Heat treatments, Coating, Painting, etc.)

A.Text.1.7 -

Q.1.8 - Does your Company currently hold a valid AS or ISO Certification for Quality Management? If yes, please provide the following information: (a) Standard; (b) Certification Number; (c) Certification Body; (d) Accreditation Body; (e) Date Issued; (f) Expiry Date.

A.1.8 ☐ Yes ☐ No Comments:

A.Text.1.8 - Standard: _____ Certification Number: _____
Certification Body: _____ Accreditation Body: _____
Date Issued: _____ Expiry Date: _____

Q.1.9 - Does your Company currently hold a valid ISO Certification for Environmental Management? If yes, please provide the following information: (a) Standard; (b) Certification Number; (c) Certification Body; (d) Accreditation Body; (e) Date Issued; (f) Expiry Date.

A.1.9 ☐ Yes ☐ No Comments:

A.Text.1.9 - Standard: _____ Certification Number: _____
Certification Body: _____ Accreditation Body: _____
Date Issued: _____ Expiry Date: _____

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Q.1.10 - Does your Company currently hold a valid ISO Certification for Occupational Health & Safety Management? If yes, please provide the following information: (a) Standard; (b) Certification Number; (c) Certification Body; (d) Accreditation Body; (e) Date Issued; (f) Expiry Date.

A.1.10 ☐ Yes ☐ No Comments:

A.Text.1.10 - Standard: _____ Certification Number: _____
Certification Body: _____ Accreditation Body: _____
Date Issued: _____ Expiry Date: _____

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Quality Management System

Q.2.1 - Does your Company have a Quality Management System (QMS)? If yes, please identify the QMS in practice. If no, please explain how the organization manages its quality and control non-conformance and corrective actions.

A.2.1 ☐ Yes ☐ No Comments:

A.Text.2.1 -

Q.2.2 - Do customer and/or regulatory authority representatives have access to QMS documentation? If yes, please describe the type of access permitted.

A.2.2 ☐ Yes ☐ No Comments:

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A.Text.2.2 -

Q.2.3 - Does your Company identify the processes needed for the quality management system and their application throughout the Company and to customers? If yes, how are the processes identified and communicated through the Company and its customers?

A.2.3 ☐ Yes ☐ No Comments:

A.Text.2.3 -

Q.2.4 - How does your company demonstrate the sequence and interaction of its quality related processes?

A.Text.2.4 -

Q.2.5 - Are these processes managed by the Company in accordance with the requirements of an ISO Standard and/or documented Procedure for Control of Outsourced Processes? If yes, please describe your Company procedure for control of outsourced processes.

A.2.5 ☐ Yes ☐ No Comments:

A.Text.2.5 -

Q.2.6 - Where your Company chooses to outsource any process that affects product conformity with requirements, does the Company have documented Procedure for Auditing/Inspecting such outsourced suppliers? If yes, please your supplier audit and inspection procedure.

A.2.6 ☐ Yes ☐ No Comments:

A.Text.2.6 -

Q.2.7 - Is the control of such out-sources processes identified within the QMS?

A.2.7 ☐ Yes ☐ No Comments:

Q.2.8 - Does your Company documentation include documented statements of a quality policy and quality objectives? If yes, please attached a copy of your Company Quality Policy.

A.2.8 ☐ Yes ☐ No Comments:

A.Text.2.8 -

Q.2.9 - Does your Company QMS documentation include a quality plan (manual)?

A.2.9 ☐ Yes ☐ No Comments:

Q.2.10 - Does your Company have a documented Procedure for Control of Documents?

A.2.10 ☐ Yes ☐ No Comments:

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Q.2.11 - Does your Company have a documented Procedure for Control of Records?

A.2.11 ☐ Yes ☐ No Comments:

Q.2.12 - Does your Company have a documented Procedure for Control of Non-Conformance?

A.2.12 ☐ Yes ☐ No Comments:

Q.2.13 - Does your Company QMS include a documented Procedure for Corrective Actions?

A.2.13 ☐ Yes ☐ No Comments:

Q.2.14 - Does your Company QMS include a documented Procedure for Internal Auditing?

A.2.14 ☐ Yes ☐ No Comments:

Q.2.15 - Does your Company have a documented Procedure for Handling Customer Feed-back, including customer complaints?

A.2.15 ☐ Yes ☐ No Comments:

Q.2.16 - Does your Company have a documented Procedure for Measuring and Monitoring Customer Satisfaction? If yes, please describe methods used for measuring and monitoring customer satisfaction?

A.2.16 ☐ Yes ☐ No Comments:

Q.2.17 - Does your Company monitor and measure key performance indicators (KPI) at the production and/or service process level? If yes, what methods are used to monitor and measure process KPI?

A.2.17 ☐ Yes ☐ No Comments:

A.Text.2.17 -

Q.2.18 - How are Quality Objectives measured, monitored and communicated to Company personnel?

A.Text.2.18 -

Q.2.19 - Does your Company have a documented Procedure for Employee Development and Training? If yes,

A.2.19 ☐ Yes ☐ No Comments:

A.Text.2.19 -

Q.2.20 - Does your Company have a documented method for determining the effectiveness of Employee Development and Training. If yes, please describe the methods used for determining if Employee Development and Training effectiveness.

A.2.20 ☐ Yes ☐ No Comments:

A.Text.2.20 -

Q.2.21 - Does your Company have a documented Procedure for Analyzing the Effectiveness of its QMS? If yes, please describe how effectiveness of the Company QMS is analyzed.

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A.2.21 ☐ Yes ☐ No Comments: _____

A.Text.2.21 -

Together with members of our supply chain, we seek to continually improve the quality, price and delivery of products provided, and the effectiveness of their management systems, based on periodic evaluation and feedback of their performance.

Completion of this Supplier Survey is required prior to becoming an 'Approved Supplier' and receiving any orders from us.

— Thank you for your participation.

Jack T. Bogle, Director of Supply Chain Services