



This Supplier/Vendor Survey Questionnaire was generated in QMSCAPA and may be edited by an End-User. Go to [qmscapa.net](http://qmscapa.net) to download and install QMSCAPA.

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

Ventura Highway to Quality Cannabis 2021 Ventura Highway Ventura CA 93007	Supplier Id: Ventura-Highway Contact Name 1: Joshua Tree : Contact Name 1 Email:
Respondent:	Survey Sent Out Date: 1/02/2020 Return by Date: 1/23/2020 Actual Return Date:

Our Supplier survey is an intricate part of our Purchasing Process for 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 - Who is/are the legal business owner(s) and how is the business organized? (Sole owner/proprietor, Corporation/LLC)

A. 1. 1 ☐ Sole Owner ☐ Corp./LLC Comments:

Please attach one of the following documents, as appropriate:

- a) Articles of Incorporation (certified copy): \_\_\_\_\_
- b) City/State issued Business License #: \_\_\_\_\_
- c) State issued Business Incorporation Certificate #: \_\_\_\_\_

Q. 1. 2 - How long have the current owners actually owned the business?

Provide the year founded or current ownership began: \_\_\_\_\_

Q. 1. 3 - Who are the Executives and Managers?

Chief Executive Officer/Owner: \_\_\_\_\_

Chief Financial Officer/General Manager: \_\_\_\_\_

Chief Operations Officer/Operations Manager: \_\_\_\_\_

---

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

---

Q. 1. 4 - How many employees in the workforce are working in Production and/or Fulfillment?

Production: \_\_\_\_\_

Fulfillment: \_\_\_\_\_

Other : \_\_\_\_\_

---

Q. 1. 5 - How many employees in your workforce work in Quality Management?

Quality Management: \_\_\_\_\_

Quality Inspectors: \_\_\_\_\_

Customer Service: \_\_\_\_\_

---

Q. 1. 6 - How many of your Company locations provide Production and/or fulfillment?

Address of Location #1: \_\_\_\_\_

Address of Location #2: \_\_\_\_\_

Address of Location #3: \_\_\_\_\_

---

Q. 1. 7 - Relevant to the products that we may order from your company, are any processes or services outsourced or subcontracted to external providers?

If yes then what processes or services are outsourced or subcontracted to another workforce?

A. 1. 7      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

Q. 1. 8 - 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. 8      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

---

Standard: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Certification Body: \_\_\_\_\_ Accreditation Body: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

---

Q. 1. 9 - 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. 9      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

Standard: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Certification Body: \_\_\_\_\_ Accreditation Body: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

---

#### Quality Management System

Q. 2. 1 - Does your Company currently hold a valid AS or ISO Certification for Quality Management Systems (QMS)? If YES please provide the following information: (a) Standard; (b) Certification Number; (c) Certification Body; (d) Accreditation Body; (e) Date Issued; (f) Expiry Date.

\*Please attach/include a copy of your current ISO Certification.

A. 2. 1      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

Standard: \_\_\_\_\_ \*Certification Number: \_\_\_\_\_

Certification Body: \_\_\_\_\_ Accreditation Body: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

---

Q. 2. 2 - What are your product return policies and requirements? Please attach/include your Company product return policies and requirements.

---

\_\_\_\_\_

\_\_\_\_\_

---

---

## Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

---

Q. 2. 3 - If answered YES to Q.2.1, then please skip to Section 3.

If you answered NO above in Q.2.1 then does your Company operate under another Quality Management System (QMS)? If yes, please identify the QMS in practice and answer ALL questions in Section 2.

A. 2. 3      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

---

---

Q. 2. 4 - Does your Company Quality Management Systems (QMS) documentation include a quality plan (may be referred to as a manual)? If yes, please attach/include a copy. If no, please explain how you manage QMS?

A. 2. 4      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

---

---

Q. 2. 5 - Does your Company documentation include documented statements of Quality Policies and Objectives? If yes, please attach/include a copy of your Company Quality Policies and Objectives.

A. 2. 5      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

---

---

Q. 2. 6 - Does your Company identify and document the processes needed for the QMS to be effective throughout the organization?

If yes then how are the processes identified and communicated throughout the Company and to customers? Please provide relevant diagrams and/or functional charts used to identify processes and applicable interactions with each other.

A. 2. 6      ☐      Yes      ☐      No      Comments: \_\_\_\_\_

---

---

---

Q. 2. 7 - Does your Company have a documented process for the control of externally provided processes, products and services, which are relevant to our purchases from your Company?

If yes, please attach/include a copy of your control procedure for control of outsourced processes.

---

---

---

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

A. 2. 7 ☐ Yes ☐ No Comments:

---

---

Q. 2. 8 - 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?

A. 2. 8 ☐ Yes ☐ No Comments:

---

---

Q. 2. 9 - Does your Company have a documented Procedure for Control of Documents and Records?

A. 2. 9 ☐ Yes ☐ No Comments:

---

---

Q. 2. 10 - Does your Company have a documented procedure for control of nonconformance?

A. 2. 10 ☐ Yes ☐ No Comments:

---

---

Q. 2. 11 - Does your Company QMS include a documented procedure for corrective actions?

A. 2. 11 ☐ Yes ☐ No Comments:

---

---

Q. 2. 14 - Does your QMS include a documented Procedure for Internal Auditing? If yes, please provide a copy of your current Internal Audit Schedule.

**Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products**

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 QMS key performance indicators (KPI) at the production and/or service process level? If yes, what methods are used to monitor and measure QMS processes?

A. 2. 17 ☐ Yes ☐ No Comments:

---

---

---

Q. 2. 18 - Are Quality Objectives measured, monitored and communicated to Company personnel? If yes, please explain how.

A. 2. 18 ☐ Yes ☐ No Comments:

---

---

---

Q. 2. 19 - Does your Company have a documented Procedure for Employee Development and Training?

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

A. 2. 19 ☐ Yes ☐ No Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Q. 2. 20 - Does your Company have a documented method for Management Review of the QMS? If yes, please describe how effectiveness of the Company QMS is analyzed.

A. 2. 20 ☐ Yes ☐ No Comments:  
\_\_\_\_\_  
\_\_\_\_\_

#### Other Customer & Regulatory Requirements

Q. 3. 1 - Do customer and/or regulatory authority representatives have access to your Company QMS documentation? If yes, please describe the type of access permitted.

A. 3. 1 ☐ Yes ☐ No Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Q. 3. 2 - If required by our Company, are you able to provide provide Certificates of Conformance for the products and/or services that we may acquire from your business?

A. 3. 2 ☐ Yes ☐ No Comments:  
\_\_\_\_\_  
\_\_\_\_\_

#### CBD Hemp Oil

Q. 4. 1 - Is the CBD oil that your Company supplies made from either marijuana or industrial hemp?

A. 4. 1 ☐ Marijuana ☐ Hemp Comments:  
\_\_\_\_\_  
\_\_\_\_\_

---

### Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products

---

Q. 4. 2 - Where are your cannabis plants grown and harvested?

Location 1: \_\_\_\_\_

Location 2: \_\_\_\_\_

Location 3: \_\_\_\_\_

---

Q. 4. 3 - Where are the CBD oils extracted and formulated?

Location 1: \_\_\_\_\_

Location 2: \_\_\_\_\_

Location 3: \_\_\_\_\_

---

Q. 4. 4 - Are your CBD oil products tested for contamination in an internal laboratory and/or external laboratory?

A. 4. 4      ☐ Internal      ☐ External      Comments: \_\_\_\_\_

Q. 4. 5 - If your CDB oil products are tested for contamination in your internal laboratory then is your laboratory accredited to the ISO 17025 Laboratory Management System Standard?

If yes then please attach/include a copy of your Laboratory Accreditation to ISO 17025.

A. 4. 5      ☐ Yes      ☐ No      Comments: \_\_\_\_\_

---

Q. 4. 6 - If your CDB Oil products are tested for contamination in an external laboratory then is your external laboratory accredited to the ISO 17025 Laboratory Management System Standard?

If yes then please attach/include a copy of the Laboratory Accreditation to ISO 17025 for your exeternal laboratory.

A. 4. 6      ☐ Yes      ☐ No      Comments: \_\_\_\_\_

---

Q. 4. 7 - Can you provide a Laboratory Certificate of Analysis (COA) for the CBD concentrate levels?

What are the CBD concentrate levels availabe in milligrams (of the total volume of hemp oil and tinctures)?

---

**Supplier Questionnaire for New/Existing Partners, Suppliers of CBD Products**

---

A. 4. 7

☐

Yes

☐

No

Comments:

---

CBD concentrate level 1: \_\_\_\_\_

CBD concentrate level 2: \_\_\_\_\_

CBD concentrate level 3: \_\_\_\_\_

---

We seek, in partnership with our suppliers, to continually improve the on-time delivery and quality of our products and services by monitoring the effectiveness of our suppliers through a process of periodic evaluation and feedback of their performance.

Completion of this Supplier Survey is required prior to becoming an 'Approved Supplier' with us.

— Thank you for your participation.