

Approved Supplier Assessment

As an ISO 9001, 14001 and 45001 registered organisation, we are required to maintain a List of Approved Providers whose standards of quality meet the established criteria.

To be considered as an approved supplier, please complete this form and return it to us as soon as possible.

If your organisation is approved to BS EN ISO 9001 and / or ISO14001 and ISO45001, please complete this page only and return together with a photocopy of your registration certificate.

If not ISO approved, please also complete the questionnaire overleaf.

ORGANISATION NAME:	
Address:	
Postcode:	
Telephone:	Fax:
E-mail:	
Does your Organisation have a Quality Manager?	Yes / No

PLEASE LIST BELOW THE CURRENT QUALITY APPROVALS YOUR ORGANISATION HOLDS:		
Approving Body	Approval Standard	Expiry Date

SIGNED FOR AND ON BEHALF OF THE ABOVE-NAMED ORGANISATION:	
.....	
NAME OF SIGNATORY:	DATE:

N.B. If you are not ISO registered, please complete all questions overleaf: -

Date Approved:	Approved By:

Questions for Non-ISO 9001/14001/45001 approved providers

1	Does your Organisation have a Quality, Environmental and / or Health and Safety Management System which describes the operating procedures and people responsible for all functions affecting quality of service / products?	Y / N / N/A
2	Is the Management System regularly audited by senior management?	Y / N / N/A
3	Is there a system for controlling documents and for prompt removal of obsolete documents from the workplace?	Y / N / N/A
4	Are sales contracts reviewed before acceptance to ensure they can be met and goods or services provided on time?	Y / N / N/A
5	Are prospective providers (including sub-contractors) assessed to ensure that they can meet your Organisation's requirements?	Y / N / N/A
6	Are production, processing and service functions planned and controlled?	Y / N / N/A
7	Are clear work instructions and specifications issued to employees to enable them to carry out tasks satisfactorily?	Y / N / N/A
8	Are incoming goods inspected on arrival to ensure they meet the requirements of the contract?	Y / N / N/A
9	Are inspections carried out on products and services provided by your Organisation during processing and on completion?	Y / N / N/A
10	Are products identified (e.g. by serial number) to show identity at all stages and to confirm that inspections have taken place?	Y / N / N/A
11	Are non-conforming products identified, segregated and properly disposed of?	Y / N / N/A
12	Is there a procedure to investigate non-conformance in products or services and prevent future recurrence?	Y / N / N/A
13	Is there a procedure for proper handling, storage, packaging, and delivery of all products to ensure product quality?	Y / N / N/A
14	Is a procedure in place for monitoring whether the Organisation has met customer requirements?	Y / N / N/A
15	Is there a procedure for ensuring that all staff have the necessary training to carry out their tasks efficiently?	Y / N / N/A
16	Are records maintained to demonstrate that products and / or services provided by your Organisation meet specified requirements?	Y / N / N/A