Supplier Quality Questionnaire

Please provide copies of all ISO certificates and all Classification Society Approvals to **Supplier.Quality@bergenengines.com**

Company Information

Company Name	
Address	
Telephone Number	
Fax Number	
Principle Products	
Number of Employees	

	Name	*Email Address*	*Phone Number*
Quality Manager			
Managing Director			
Technical Contact			
Commercial Contact			

Please provide copies of certificates

Quality System Certification Held by Company

(ex: BS EN ISO 9001:2015)

Standard	*Approval Body*

Customer Approvals Held by Company

include any BEAS approvals held

1	
2	
3	
4	

SECTION A - Quality

A1. Do you maintain a manual/procedure describing your quality management system(s)?

A2. Do you maintain an internal audit program?

A3. Do you determine the necessary competencies for personnel performing work affecting product quality and maintain records of education, training, skills and experience?

A4. Do you conduct a formal review of order requirements ensuring that the requirements are fully understood and adequately communicated throughout the organization and supply chain?

A5. Are written instructions used which list the manufacturing sequence and describe the methods to be used on each job including inspection requirements?

A6. Is the inspection status of material and part identified throughout the receiving and manufacturing process?

A7. Is inspection equipment used subject to calibration controls?

A8. Are non-conforming materials and parts identified, segregated and stored in a designated area?

A9. Do you maintain a procedure for recording, analyzing, and prioritizing the management of problems (e.g., non-conformance)?

A10. Do you continually improve the effectiveness of the quality management system through the use of quality policy, quality objectives, audit results, analysis of data, corrective and preventative actions and management review?

A11. Do you have a documents procedure within your management system which controls source and method change?

SECTION B - Procurement

B1. Do your purchase orders flow down all requirements, including contract specific quality requirements, specifaction and revisions to sub-tier suppliers?

B2. Do you inspect purchased items upon receipt to verify that they meet purchase order requirements?

B3. Do you have a process for the selection, approval and maintenance of sub-tier suppliers?

B4. Are sub-tier suppliers subject to quality surveillance audit to validate systems that have an effect on product quality?

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SECTION C - Drawing and document change control

C1. Are there documented procedures to ensure that the correct drawings, specifications and related documents are available for the procurement, manufacturing and acceptance of your products?

SECTION D - Health, Safety and Environment

D1. Is your management system certified to the Environmental Management System (EMS) standard ISO 14001 or registered under EMAS (Eco Management and Audit Scheme) #?

D2. How is your environmental management system deployed?

D3. Is your management system certified to the Health and Safety Management System standard OHSAS 18001 or equivalent #?

D4. Do you assess your Health, Safety and Environmental risks and put appropriate controls in place?

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