

Supplier Evaluation Fax Cover Sheet

Date: _____

From: _____

To: Quality Section

Company: _____

Re: Supplier Evaluation

We are sending 2 pages, including this cover sheet

Per our quality system, we are required to have an approved vendor list. To approve vendors we require that they supply us with their ISO registration number and their scope of accreditations, or sufficiently demonstrate that they have policies to ensure the quality of their product and/or service.

Please take the time to fill out this form and fax it back to me as soon as possible, at 203-639-6485. List and supply a copy of any ISO or other approvals/certifications you may have.

Sincerely,

Supplier Evaluation

Organization Name: _____		
Address: _____		
City: _____	State _____	Zip Code: _____
Telephone No. _____	Fax No. _____	
Contact Name: _____	Title: _____	
Products and Services (Describe below): _____ _____		
ISO Certified? _____ If Yes Registration No. _____		
For ISO accredited companies please supply your certificate and scope of accreditation.		
Other Certifications (list type and certificate number): _____ _____		

In addition to your accreditation information, please answer the following questions.

Quality System:

Does your company have a written quality policy/ procedures manual?	Yes	No	N/A
Are quality and inspection records maintained?	Yes	No	N/A
Are incoming, in-progress and final testing performed?	Yes	No	N/A
Are finished materials inspected?	Yes	No	N/A
Are written inspection procedures identifying control characteristics in use?	Yes	No	N/A
Is material tagged to identify status and quality control?	Yes	No	N/A
Is there a formal procedure for handling of non-conforming material?	Yes	No	N/A
Is the quality system formally audited?	Yes	No	N/A
Are procurement sources evaluated and monitored?	Yes	No	N/A