

CT Department of Emergency Services and Public Protection, Division of Scientific Services
Supplier Evaluation Cover Sheet

Date: _____

From: _____

To: Quality Section Company: _____

Re: Supplier Evaluation

As part of our Quality System the DSS must ensure that providers of services and supplies meet the needs of our laboratory. To approve vendors we require that they supply us with their ISO certificate and their scope of accreditation(s), or sufficiently demonstrate that they have policies to ensure the quality of their product and/or service.

Sincerely,
DSS Quality Section

Please return the completed form along with any relevant ISO accreditation certificate and scope document (if applicable) via the mail provided below:

SUPPLIER EVALUATION

Organization Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone No. _____

Contact Name: _____ Title: _____

Products and Services (Describe below):

ISO Certified? Yes / No If yes to what standard? ☐ 17025 ☐ 17034 ☐ other: _____

If Yes certificate No. _____

Please supply a copy of your current ISO Certificate and Scope of Accreditation.

Other Certifications (list type and certificate number): _____

Please answer the questions below regarding your Quality System:

Does your company have a written quality policy/ procedures manual?

Are quality and inspection records maintained?

Are incoming, in-progress, and final testing performed?

Are finished materials inspected?

Are written inspection procedures identifying control characteristics in use?

Is material tagged to identify status and quality control?

Is there a formal procedure for the handling of non-conforming material?

Is the quality system formally audited?

Are procurement sources evaluated and monitored?