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| **PART 1: SUPPLIER INFORMATION** | | | |
| 1.1 | Registered Company Name |  | |
| 1.2 | Company Owner |  | |
| 1.3 | Registered Place of Business/Address |  | |
|  | |
|  | |
|  | |
| 1.4 | Phone Numbers |  | |
| 1.5 | Fax Numbers |  | |
| 1.6 | E-Mail Address |  | |
| 1.7 | Website |  | |
| 1.8 | Details of your organisation’s scope of products / services:  (Please attach the Organisational Chart of the Company) |  | |
|  | |
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|  | |
| 1.9 | Number of months / years in business: |  | |
| 2.0 | Overall number of staff: |  | |
| 2.1 | Turnover Per year (Approx) |  | |
| 2.2 | Capacity Per Year |  | |
| 2.3 | Past and Current Clients |  | |
| 2.4 | Does the company belong to any Group of Companies? | \_\_Yes \_\_ No | |
| 2.5 | If Yes, please state the name of the company/organisation: |  | |
|  | |
|  | |
| 2.6 | Does the company have several plants? | \_\_Yes \_\_ No | |
| 2.7 | Does the company have any subsidiaries? | \_\_Yes \_\_ No | |
| 2.8 | If Yes, please provide details: | | |
| Company Name: | Location: | Field of Activity: |
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| **PART 2: PRODUCTION** | | |
| 2.1 | Where are your products manufactured? Enlist of all locations |  | |
|  | |
| 2.2 | Have you ever outsourced your production? | \_\_Yes \_\_ No | |
| 2.3 | Your current number of production lines? |  | |
| 2.4 | Your current minimum and most efficient production run? |  | |
| 2.5 | Your current number of (packaging) lines? |  | |
| 2.6 | Packaging Type Description (example: box size, pillow bag, paper bag, etc) |  | |
| 2.7 | Minimum amount of time needed between production and order? |  | |

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| **PART 3: QUALITY MANAGEMENT SYSTEM** | | | | |
|  |  | Yes | No | Comments |
| 3.1 | Do you have a Quality Manual? |  |  |  |
| 3.2 | Do you have an internal and external audit programme? |  |  |  |
| 3.3 | Do you have a staff training programme/matrix? |  |  |  |
| 3.4 | Purchasing Process: | | | |
| * Do you have a controlled list of approved suppliers? |  |  |  |
| * Are your suppliers assessed and monitored? |  |  |  |
| * Are order quality requirements clearly defined? |  |  |  |
| * Are your suppliers in contract with you? |  |  |  |
| 3.5 | Inspection Process: | | | |
| * Are there documented procedures for the inspection and testing of the products or processes provided? |  |  |  |
| * Are there documented procedures for in-process inspection? |  |  |  |
| * Are incoming products and raw material inspected upon receipt? |  |  |  |
| * Is inspection carried out:   (i) On incoming goods?  (ii) During production?  (iii) Prior to dispatch? |  |  |  |
| * Is acceptance/rejection criteria defined? |  |  |  |
| * Are rejected items identified and segregated? |  |  |  |
| 3.6 | Do you have a procedure on Design and Development processes? |  |  |  |
| 3.8 | Product Handling Process: |  |  |  |
| Do you have a procedure on handling and storage of products? |  |  |  |
| Are shelf life products controlled and monitored? |  |  |  |
| 3.9 | Can we request a copy of your Quality Manual? |  |  |  |
| 3.10 | Do you have any certifications? |  |  |  |
|  | If yes, then mention the certifications |  |  |  |
| 3.11 | Do you have full / partial traceability of product and materials? Please specify: |  |  |  |
| 3.12 | Date of the last audit and the results? Please specify: |  | | |
| 3.13 | Your company’s quality assurance procedures? (GAP, GMC, GDP, etc) |  | | |
| 3.14 | List down your recall procedure (infestation, wrong ingredients, shipping mistake, etc) |  | | |
| 3.15 | When was the last time you had a recall procedure? |  | | |
| 3.16 | Are your ready product stocks separated from the raw materials? Specify how. |  | | |

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| **PART 4: LOGISTICS** | | |
| 4.1 | How does your company organize logistics? (Add details when possible.) |  | |
| 4.2 | Delivery lead-time? |  | |
| 4.3 | Which order tooling do you use? |  | |
| 4.4 | Do you have consolidation depots? | \_\_Yes \_\_ No | |
| 4.5 | Do you store some of your products abroad? |  | |
| 4.6 | In what markets are you competitive? Why? |  | |
| 4.7 | In what markets do you have export experience? Do you organize your own logistics? |  | |
| **PART 5: SUSTAINABILITY** | | |
| 6.1 | Does your company operate an accredited environmental system? | \_\_Yes \_\_ No  If Yes, please enclose copies of your registration certificates and any other relevant details  If No, please complete the remaining questions in this section. | |
| 6.2 | Is your company working towards an environmental accreditation? | \_\_Yes \_\_ No | |
|  | If YES, please provide details. |  | |
| 6.3 | Does your company have any environmental improvement programmes or initiatives for any aspects of your operations, products or services? | \_\_Yes \_\_ No | |
|  | If YES, please summarise. |  | |
| 6.4 | Does your company use recycled materials/products? | \_\_Yes \_\_ No | |
|  | If YES, please enlist. |  | |
| 6.5 | Please name the contact for environmental issues. | Name:  Position:  Contact details: | |
| 6.6 | Does your company source locally? | \_\_Yes \_\_ No | |
|  | If YES, then how much percent of your products/materials are locally sourced? |  | |
| 6.7 | Can you trace where your products are sourced from? |  | |
| 6.8 | Do you give fair wages to the workers in your supply chain? |  | |
| 6.9 | What provisions do you use to ensure good working conditions? |  | |

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| **PART 6: OTHERS** | | |
| 5.1 | Do you have a trained English-speaking support staff? |  | |
| 5.2 | What printing techniques do you employ for packaging? |  | |
| 5.3 | How long does it take for your company to start supplying after an agreement is made? |  | |
| 5.4 | Why are you the best among other suppliers? | \_\_Yes \_\_ No | |
| 5.5 | In what product does your company specialize? |  | |

**POINT OF CONTACT**

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| **Company Quality Representative** | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |

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| **Sales/Customer Service** | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |

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| **Technical** | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |

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| **Accounts** | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |

**Note:** Kindly add more information/questions specific to your company. These are only the basic ones to get you started.