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)			
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:	

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?	

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.	

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: 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?	

PART 6: OTHERS		
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:

POINT OF CONTACT

Company Quality Representative			
Name		Title	
Email		Phone	

Sales/Customer Service			
Name		Title	
Email		Phone	

Technical			
Name		Title	
Email		Phone	

Accounts			
Name		Title	
Email		Phone	