



Scientific Research and Development Ltd.

SUPPLIER SURVEY

Supplier's Company Name:

Address:

Postal address:

Phone1: Phone2:

Email: Fax:

Year of establishment:

Registration nr.

Field of activity

Product(s) or service(s) provided:

● Are you ISO 9001 or ISO 14001 certificated? Yes No

→ If yes, which one?

Number of people who work for Department of Quality Assurance:

Head of Quality Assurance's name:

Head of Quality Assurance's phone, email:

→ If not, are you planning it?: Yes No

If your company is ISO 9001 certified, please stop here and attach a copy of your certification.

If you are not certified to ISO-9001 or some other nationally recognized standard, please complete the entire survey.
After completing the survey please, send us it by fax or by email to the address below.

For additional information please contact Etelka Kállay quality assurance trustee:

Tel.:+36 30 9955 274, Fax:+36 62 74 64 36 E-mail: kallay.etelka@ceoptics.hu

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If a question is not applicable to your organization or operations, please check the box and write about it in the comment box below.

Please, circle the appropriate answer!

		A	B	C
1.	Do you have documented quality policy?	Yes, yearly controlled	Yes	No
2.	Have the employees, whose work can directly affect product quality, received all the training necessary for your documented procedures?	Yes, in a planned way	Yes, sometimes	No
3.	Do you use a system which ensures that the final product may not be released until it goes through a final check or does not comply with the requirements of the test?	Yes	Being planned	No
4.	Do you have a Receiving Inspection/Testing system which assures that incoming products, accessories are not used until their quality is not verified?	Yes	Being planned	No
5.	Are all fabricated materials/products inspected?	Every item	Some items	Nothing is controlled
6.	Do you inform your Customers if the item you sold is faulty or inappropriate?	Always	Sometimes	Never
7.	Are all instruments, test equipment and gauges checked, calibrated, certificated regularly?	Yes, all of them	Only the most important gauges	They are not controlled
8.	Is there a documented process for signing faulty or improper material; and are they stored separately until decision-making?	Signed and stored isolated	Only signed	Nothing is applied
9.	Do you have documented procedures for handling customers' complaints?	Yes	Being planned	No
10.	Do you have documented procedures for handling Corrective/Preventive Actions?	Yes	Being planned	No
11.	Do you measure customer satisfaction?	Yes, documented	Yes, but only in words	No
12.	Are you considering introducing ISO 9001 certification?	In progress	Being planned	No

Comment:

Signature
 Official Stamp

Survey completed by:

Name:

Status: