

MANUFACTURING PLANT QUESTIONNAIRE

I. GENERAL

1. Provide the following information (for the plant) under pre-qualification :

Name, Address, Telephone No. and Fax No. of the Manufacturing Facility	Contact Person to Participate in the Survey (Name/Designation/Tel. No.)	Product(s) Manufactured

2. a) Provide the organizational chart of your Company and indicate the number of employees in each functional group (i.e., procurement, design, production, quality assurance, etc.).
b) Describe the responsibilities of each functional group.
3. List down briefly the academic qualification and experience of the key personnel, including the chief executives and heads of the functional groups.

II. MANUFACTURING CAPABILITIES

4. Provide brief history of the factory and include current or proposed development.
5. Attach a sketch of your facilities showing the number of buildings and sizes (in square meters) of the storage area, production shops, engineering offices, testing laboratory, etc.).
6. Do you utilize computer applications for design, manufacturing and other operations in the factory ? Explain in details.

7. a) Attach a list of the major machines available in your factory indicating the type, function and number of years of operation.
- b) Describe briefly the maintenance procedure of these machines.
8. Attach a flow chart showing the different manufacturing stages of the subject product from raw material stage to finished product.
9. Which of the following special process are performed during the manufacturing process? Identify the type and the standard/procedure applied.

Process	Type	Standard/Procedure
Welding		
Surface Preparation		
Painting		
Galvanizing		
Non-Destructive Testing (NDT)		
Others (Specify)		

10. Provide a list of your suppliers with complete address and the raw materials/components supplied by each supplier.
11. Do you sub-contract manufacturing of any part of your product ? If yes, attach a list of your sub-contractors with full address and service performed by each sub-contractor.

III. QUALITY SYSTEM

12. a) Are the QA/QC personnel independent of other activities such as design, production, etc. ?

b) To whom do the following report :

- QA Manager
- QC Manager
- Chief Inspector

c) Do the Quality personnel have the authority to stop production if quality requirements are not being met ?

13. Do you have a documented Quality System ? Does the system include :

- | | |
|----------------------------|----------|
| ● Quality Assurance Manual | Yes / No |
| ● Quality Procedures | Yes / No |
| ● Work Instructions | Yes / No |

Provide a copy of the Quality Manual and the List of Procedures.

14. a) What National/International Quality Standard (i.e. ISO 9001 or equivalent) does your quality system meet ?

b) Is your Company's Quality System certified to that standard ? If yes, provide a copy of the certificate.

15. What are the steps taken to review and evaluate customer's requirements prior to accepting the order ? How do the departments involved in this review interface ?

16. List the quality records/documents that are controlled in your Company. What is the retention period ?

17. What are your criteria in selecting suppliers and sub-contractors ? Attach a copy of your procedure.

18. a) Do your purchase orders to suppliers and contracts (work orders) to sub-contractors include complete technical and quality requirements (e.g. specifications, drawings, test certificates, instructions, etc.) ?

b) Describe your procurement quality control activities to ensure that your ordered items conform to specified requirements. Attach a copy of your procedure.

19. Describe your design control program.

20. a) Indicate the QA/QC activities performed at each stage of the manufacturing process on the manufacturing flow chart.

b) Provide a copy of your typical Quality Control Plan for the manufacture of the subject product(s).

21. Are all the required information provided to production and QA/QC personnel for the purpose of controlling the production process? It include the following :

- | | |
|------------------------|----------|
| ● Bill of Materials | Yes / No |
| ● Fabrication Drawings | Yes / No |
| ● Work Instruction | Yes / No |
| ● Checklists | Yes / No |
| ● Quality Control Plan | Yes / No |
| ● Others (Specify) | Yes / No |

22. a) To what National/International Standard or procedure is the subject product tested ?

b) Provide a sample of your factory routine test procedure and report of the product.

23. a) Are the measuring, inspection and testing equipment calibrated per documented procedure ? Attach a copy of the procedure.

b) Is the calibration performed in-house or sub-contracted ?

24. Can the product and its inspection status be identified and traced at any stage of the manufacturing process ? Please explain or attach a copy of your procedure.

25. a) What controls are applied when a non-conforming item is found at :

- Receiving Inspection
- In-Process Inspection
- Final Inspection

b) Are non-conforming items segregated and their status clearly indicated on them ?

26. Describe actions taken for :

- Preventing recurrence of non-conforming product(s).
- Eliminating potential causes of non-conforming product(s).
- Ensuring that corrective actions are implemented and are effective.
- Documenting necessary changes in procedures resulting from corrective action.

27. a) Are internal quality audits carried out periodically to verify the implementation and effectiveness of your quality system ? Attach a copy of your audit schedule.

b) Describe your audit program, showing responsibility and distribution of the audit reports.

28. a) Is training given to your personnel per documented procedure ? Explain.

b) What are the qualifications of your personnel who perform special tasks such as welding, NDT and internal quality audits ?

29. Do you apply any statistical technique to verify acceptability of the process/product ? Explain briefly.

IV. TESTING LABORATORY

30. Is your testing laboratory certified to any standard or recognized by any government agency ? If yes, provide a copy of the certificate.

31. a) List all the tests performed in your laboratory. Are these tests carried out per documented procedures ?
b) List your major inspection, testing, analyzing and calibration equipment. Indicate the function, rating and number of years of operation for each equipment.
32. a) Are design test data certified by Independent Testing Laboratories ? Provide details.
b) Are you affiliated to any testing association ? If yes, provide the name of the association.

V. MATERIAL HANDLING, STORAGE & SHIPPING

33. Provide a list of your material handling equipment, indicating the quantity and load capacity, especially those used for :
- Receiving Materials
 - Production
 - Storage
 - Shipping
34. Do you have separate areas for :
- | | |
|------------------------|----------|
| ● Incoming Materials | Yes / No |
| ● In-Process Materials | Yes / No |
| ● Hold Materials | Yes / No |
| ● Rejected Materials | Yes / No |
| ● Finished Products | Yes / No |
35. a) Is there a periodic inventory of materials ? Describe briefly.
b) What are your shipping methods for the finished product (e.g. by truck, rail, air, ocean, etc.) ?

c) Detail your packing procedures to protect the product against damage and environmental effects which might be caused during shipment.

d) Describe your procedure for storage of raw materials to prevent deterioration, especially those with specific shelf life.

Prepared By:

Name / Designation
(Signature over Printed Name
& Company Seal)

Date: _____

