



CORPORATE QUALITY ASSURANCE
SUB-VENDOR QUESTIONNAIRE

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| i. | Item/Scope of Sub-contracting | |
| ii. | Address of the registered office | Details of Contact Person (Name, Designation, Mobile, Email) |
| iii. | Name and Address of the proposed Sub-vendor's works where item is being manufactured | Details of Contact Person: (Name, Designation, Mobile, Email) |
| iv. | Annual Production Capacity for proposed item/scope of sub-contracting | |
| v. | Annual production for last 3 years for proposed item/scope of sub-contracting | |
| vi. | Details of proposed works | |
| 1. | Year of establishment of present works | |
| 2. | Year of commencement of manufacturing at above works | |
| 3. | Details of change in Works address in past (if any) | |
| 4. | Total Area | |
| | Covered Area | |
| 5. | Factory Registration Certificate | Details attached at Annexure – F2.1 |
| 6. | Design/ Research & development set-up (No. of manpower, their qualification, machines & tools employed etc.) | Applicable / Not applicable if manufacturing is as per Main Contractor/purchaser design Details attached at Annexure – F2.2 (if applicable) |
| 7. | Overall organization Chart with Manpower Details (Design/Manufacturing/Quality etc) | Details attached at Annexure – F2.3 |
| 8. | After sales service set up in India, in case of foreign sub-vendor (Location, Contact Person, Contact details etc.) | Applicable / Not applicable Details attached at Annexure – F2.4 |
| 9. | Manufacturing process execution plan with flow chart indicating various stages of manufacturing from raw material to finished product including outsourced process, if any | Details attached at Annexure – F2.5 |



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| 10. | Quality Control exercised during receipt of raw material/BOI, in-process , Final Testing, packing | | | Details attached at Annexure – F2.6 | | |
| 11. | Manufacturing facilities (List of machines, special process facilities, material handling etc.) | | | Details attached at Annexure – F2.7 | | |
| 12. | Testing facilities (List of testing equipment) | | | Details attached at Annexure – F2.8 | | |
| 13. | If manufacturing process involves fabrication then- | | | Applicable / Not applicable | | |
| | List of qualified Welders | | | Details attached at Annexure – F2.9 | | |
| | List of qualified NDT personnel with area of specialization | | | (if applicable) | | |
| 14. | List of out-sourced manufacturing processes with Sub-Vendors' names & addresses | | | Applicable / Not applicable Details attached at Annexure. –F2.10 (if applicable) | | |
| 15. | Supply reference list including recent supplies | | | Details attached at Annexure – F2.11 (as per format given below) | | |
| <i>Project/ package</i> | <i>Customer Name</i> | <i>Supplied Item (Type/Rating/Model /Capacity/Size etc)</i> | <i>PO ref no/date</i> | <i>Supplied Quantity</i> | <i>Date of Supply</i> | |
| 16. | Product satisfactory performance feedback letter/certificates/End User Feedback | | | Attached at annexure - F2.12 | | |
| 17. | Summary of Type Test Report (Type Test Details, Report No, Agency, Date of testing) for the proposed product (similar or higher rating) Note:- Reports need not to be submitted | | | Applicable / Not applicable Details attached at Annexure – F2.13 (if applicable) | | |
| 18. | Statutory / mandatory certification for the proposed product | | | Applicable / Not applicable Details attached at Annexure – F2.14 (if applicable) | | |
| 19. | Copy of ISO 9001 certificate (if available) | | | Attached at Annexure – F2.15 | | |
| 20. | Product technical catalogues for proposed item (if available) | | | Details attached at Annexure – F2.16 | | |
| Name: _____ | | | | | | |
| Desig: _____ | | Sign: _____ | | Date: _____ | | |

Company's Seal/Stamp:-