



CORPORATE QUALITY ASSURANCE
SUB-VENDOR QUESTIONNAIRE

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. <input type="checkbox"/>	Year of establishment of present works	
2. <input type="checkbox"/>	Year of commencement of manufacturing at above works	
3. <input type="checkbox"/>	Details of change in Works address in past (if any)	
4. <input type="checkbox"/>	Total Area	
	Covered Area	
5. <input type="checkbox"/>	Factory Registration Certificate	Details attached at Annexure – F2.1
6. <input type="checkbox"/>	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. <input type="checkbox"/>	Overall organization Chart with Manpower Details (Design/Manufacturing/Quality etc)	Details attached at Annexure – F2.3
8. <input type="checkbox"/>	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. <input type="checkbox"/>	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:-