

Novetec Group Ltd



Supplier Quality System Self Assessment

| | YES | NO | N/A | Detailed Description | Comment |
|---|-----|----|-----|----------------------|---------|
| Quality Program Administration | | | | | |
| Does your company have an established Quality Program? | | | | | |
| Does your company have a Quality Manual? | | | | | |
| What Specifications/Standards does your company use that describes your Quality System? | | | | | |
| How long has your Quality System been established? | | | | | |
| Does your Quality System provide for retention of inspection records? | | | | | |
| Are Quality Records available for review? | | | | | |
| Are Quality Procedures available to all personnel? | | | | | |
| Do Procedures detail inspection methods? | | | | | |
| Are your procedures approved by management? | | | | | |
| Do you have separate hold areas for rejected and material review items? | | | | | |
| Do you have a Corrective Action Process? | | | | | |
| Drawings, Specifications, and Document Control | | | | | |
| Are drawings, specifications, procedures, and QA forms controlled? | | | | | |
| Do you have a Master List of Documents? | | | | | |
| Who is responsible for document control in your company? | | | | | |
| Are quality Policies and Procedures periodically reviewed and revised? | | | | | |
| Are customer furnished Drawings and Specifications to accompany purchase orders? | | | | | |
| Are records of changes documented and maintained? | | | | | |
| Are vendor document changes approved and controlled? | | | | | |
| Purchasing | | | | | |
| Does a Quality Approval System exist for Suppliers? | | | | | |
| Does this program monitor vendor performance? | | | | | |
| Is there a list of approved suppliers? | | | | | |
| Are Quality Requirements applied to purchase orders? | | | | | |
| Are certifications and test reports required to be sent with shipments from suppliers? | | | | | |
| Does the company maintain product traceability? | | | | | |
| Are source inspections conducted at vendor facilities? | | | | | |
| Are materials received identified and have evidence of inspection and acceptance? | | | | | |
| Are incoming materials checked to the corresponding Purchase Order and Material Certifications? | | | | | |
| Inspection and Conformance | | | | | |
| Are all materials subject to receiving inspection/acceptance? | | | | | |
| Does receiving inspection have written instructions as to how to perform inspection functions? | | | | | |
| Are rejected materials tagged and separated from accepted stock? | | | | | |
| Do Receiving Inspection records indicate acceptance or rejection of incoming material? | | | | | |
| Does Quality Assurance conduct source inspection of vendors? | | | | | |
| Does your company have a system for Corrective Action and maintain records? | | | | | |
| Calibration | | | | | |
| Do you have a calibration program? | | | | | |
| Do you have a Master List of Instruments? | | | | | |
| Quality Audits | | | | | |
| Is a quality audit program maintained? | | | | | |
| Are quality audits documented? | | | | | |

Comments:

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