

# Novetec Group Ltd



## Supplier Quality System Self Assessment

	YES	NO	N/A	Detailed Description	Comment
<b>Quality Program Administration</b>					
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?					
<b>Drawings, Specifications, and Document Control</b>					
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?					
<b>Purchasing</b>					
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?					
<b>Inspection and Conformance</b>					
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?					
<b>Calibration</b>					
Do you have a calibration program?					
Do you have a Master List of Instruments?					
<b>Quality Audits</b>					
Is a quality audit program maintained?					
Are quality audits documented?					

Comments:
