



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.	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
10.	Sources of Raw Material/Major Bought Out Item	Details attached at Annexure – F2.6



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11.	Quality Control exercised during receipt of raw material/BOI, in-process , Final Testing, packing			Details attached at Annexure – F2.7		
12.	Manufacturing facilities (List of machines, special process facilities, material handling etc.)			Details attached at Annexure – F2.8		
13.	Testing facilities (List of testing equipment)			Details attached at Annexure – F2.9		
14.	If manufacturing process involves fabrication then-			Applicable / Not applicable		
	List of qualified Welders			Details attached at Annexure – F2.10		
	List of qualified NDT personnel with area of specialization			(if applicable)		
15.	List of out-sourced manufacturing processes with Sub-Vendors' names & addresses			Applicable / Not applicable Details attached at Annexure. –F2.11 (if applicable)		
16.	Supply reference list including recent supplies			Details attached at Annexure – F2.12 (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>	
17.	Product satisfactory performance feedback letter/certificates/End User Feedback			Attached at annexure - F2.13		
18.	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 – F2.14 (if applicable)		
19.	Statutory / mandatory certification for the proposed product			Applicable / Not applicable Details attached at Annexure – F2.15 (if applicable)		
20.	Copy of ISO 9001 certificate (if available)			Attached at Annexure – F2.16		
21.	Product technical catalogues for proposed item (if available)			Details attached at Annexure – F2.17		
Name: _____						
Disig: _____		Sign: _____		Date: _____		

Company's Seal/Stamp:-