

SUPPLIER APPROVAL FORM

Section 1 – Supplier Information

Company Name			
Address:			
Organization no.:			
Account no:		Bank:	
IBAN:		SWIFT:	
E-MAIL:		WEB:	
Phone no.:		Currency:	
Payment terms:		Delivery Terms:	

Section 2 – Quality Assurance

		Yes	No	NA
Is your Company certified by an accredited third party?				
	If yes, indicate to which standard. Enclose a copy of your certificate and continue to section 3			
Do you have a documented Quality System?				
Upon request, are you able to provide the following documentation:				
	Quality Certificate			
	Quality Policy Statement			
Do you have documented procedures for:				
1	Contract Review			
2	Document Control			
3	Purchasing			
4	Customer Supplied Parts / Products			
5	Product Identification and Traceability			

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		Yes	No	NA
6	Inspection and Testing			
7	Control and Calibration of Equipment			
8	Control of Non-Conforming Product			
9	Corrective and Preventive Actions			
10	Handling, Preservation, Storage, Packing and Delivery			
11	Quality Records			
12	Internal Quality Audits			
13	Training / Competence records			
14	Monitoring of KPI's			
15	Is your Quality System available for review?			

Section 3 – Health, Safety, Security and Environment

		Yes	No	NA
Is your Company certified by an accredited third party?				
	If yes, indicate to which standard. If no, please complete questions 1-5			
1	Does your organisation operate a formal and documented Health, Safety and Security Management system?			
2	Do you have a formal risk assessment process that identifies hazards, risk and ensures the implementation of the associated control measures?			
3	Do you have a structured system to provide appropriate Health, Safety and Security training for all staff?			
4	Does your organisation operate a documented Environmental Management System?			
5	Do you conduct monitoring / internal audits of your Environmental arrangements to demonstrate the effectiveness of the system?			

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Upon request, are you able to provide a copy of the following documentation?				
6	Current Organisation Chart (Top Level) – which clearly show the lines of responsibility and authority within the company			
7	HSE Policy			
Section 4 – Social Sustainability and Business Conduct				
		Yes	No	NA
1	Does your company comply with relevant International Labour Organisation (ILO) Standards and Conventions that cover: - Human Rights - Forced or compulsory labour - Child labour - Working conditions - Wages & benefits - Non-discrimination - Freedom of association - Collective bargaining			
2	Do you have a documented Policy that addresses all of the above?			
3	Does your company have a formal policy in place regarding business conduct and compliance? (corruption, extortion, bribery)			
4	Does your company have a formal policy in place regarding Competition Law Compliance?			
5	If yes, will you be able to provide the above on request?			

Declaration

I certify the information provided is accurate and complete to the best of my knowledge. I understand that the provision of inaccurate or misleading information may lead to the Company being removed from the Servi Group Approved Supplier List.

Completed by (Name):

Title / Position:

Date: