Supplier Questionnaire	SPRING SOLUTIONS	Please complete and return this questionnaire to:	
		marc.hall@spring-solutions.co.uk	14 Blackburn Road Bathgate, West Lothian Scotland EH48 2EY

Company: SDG Engineering	Address Lobstock, Churcham Gloucester GL2 8AN	Range of Services/Products Close tolerance precision turned parts.
Contact: Dave Gwilliam		
Quality Manager: Directors		
Tel No:01452751102		
Audited by: Marc Hall		

Details of registration/accreditation (i.e. ISO 9001, AS9100, BRC, Industry specific, other)

Description	Expiry date	By Whom	Certificate Ref.	If not yet registered please indicate if you intend to achieve accreditation and when
ISO 9001:2015	2024-09-10	BSi	FS585572	

Name T Welch	**Position Quality Engineer (part time)**

Signature TW	**Date21/11/2022**

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
	General				
1	Does the supplier have a Quality Policy that includes a commitment to continual improvement?	5.3 10.1	QM Para 5.1	Y	
2	Does the Quality Manager have the necessary responsibility and authority to ensure production is performed to the required standard?	5.3	QM Para 5.3	Y	The 2 Directors share the responsibility.

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
	Documented System				
3	Is the Quality system documented in a form which makes it easily available to personnel who need it to perform their duties?	5.2.2 7.4	Quality manual at issue 7	Y	Readily available to all employees
4	Are there controls for document issue, approval & change?	7.5.2	Procedure QSP4.2.3	Y	All levels of the Quality System documentation
5	Are there suitable storage arrangements for records and what is the retention period?	7.5.3.1	QSP 4.2.4	Y	Various retention periods dependent on importance. All manufacruring records are retained for an indefinite period. Fire proof cabinet or scanned.
	Management Review				
6	Are all necessary resources available to implement, maintain and improve the Business Management System?	7.1.2 7.1.3	QM Para 6.1 to 6.4	Y	
7	Are processes in place to continually improve the effectiveness of the Business Management System?	9.3	QM Section 8	Y	
8	Are suitable processes in place to monitor and measure the Quality Management System to ensure effectiveness and to implement corrective action where	9.3.3	QM Para 8.2	Y	KPIs are in place for three main measures of improvement

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
	applicable?				
9	Are processes defined to monitor and improve customer satisfaction?	5.1.2	QM 8.2.1	Y	KPI for customer satisfaction
	Internal Audit				
10	Does the Organisation perform planned continuing and systematic evaluations or audits of internal processes?	9.2.1	QSP 8.2.2	Y	Internal audit procedure
11	Are Audit results fed back to the person(s), and manager responsible for the function, to ensure adequate corrective action?	9.2.2	QSP 8.2.2	Y	Actions agreed with the directors
12	Does the company monitor actions from audits regularly?	9.2	QSP 8.2.2	Y	At annual MSR meeting
13	Are Customer /Supplier reviews scheduled as part of the business relationship?	9.1.2 9.1.3	QSP 5.6	Y	At Management System Review meeting
	Contract Review				
14	Is there a formal review of new customer orders?	8.2.1	QSP 7.5.1	Y	Production procedure
15	Is there a formal review of amendments to customer orders and in particular changes to product requirements?	7.5.3.2	Not formal	Y	Amendments reviewed by one of the directors.

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
	Identification and Traceability				
16	Is design data (drawings) correctly incorporated into production data?	7.5.3.1	QSP 7.5.1	Y	Production procedure, drawing accompanies job card
17	Is there material and batch traceability?	8.5.2	QSP 7.5.1	Y	Job card is endorsed with material batch identification
	Purchasing				
18	Is there a formalised process for purchasing goods and services? (i.e., Purchase Orders).	8.4	QSP 7.4.1	Y	Purchase order procedure
19	Do purchase orders adequately specify the drawings specifications and their revision status?	8.4.2	QSP7.4.1	y	Input to process
20	Do purchase orders flow down applicable requirements such as terms and conditions?	8.4.2		N	No specific requirements identified
21	Is a register of suppliers maintained that includes their approval status and the scope of their approval?	8.4.2	QSP 7.4.1	Y	Approved suppliers list
22	Are anti-counterfeit procedures/requirements flowed to sub-tier suppliers where appropriate?	6.1		N	Raw material sourced only on well established suppliers.
23	Is incoming material verified as conforming to specifications and are records of this verification maintained?	8.4.2	QSP 7.4.1	Y	

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
24	Does the vendor rely on suitable documentation i.e., Certificates of Conformance as objective evidence of conformity?	8.4.2	QSP 7.4.1	Y	COC and material certification
	Customer Property				
25	Is Free Issued material adequately controlled?	8.5.3		Y	Identified by job number when material arrives
	Production and Support Processes				
26	Is the working environment suitable?	7.1.4		*Y*	Clean and tidy
27	Are the plant, tools and equipment suitable?	7.1.4		*Y*	All are top class
28	Are there suitable storage arrangements for materials and product?	7.1.3		Y	Racks and shelves
29	Are special processes (where compliance cannot be verified by subsequent inspection) carried out?	8.5.1	NA	Y	No Special processes are outsourced on Spring components
30	Is First Off inspection carried out and recorded?	9.1.1		Y	When required by the customer
31	Is Final Inspection carried out and the release of product authorised?	8.6	QSP 7.5.1	Y	
	Control of Measurement and Test Equipment				
32	Is Inspection and Test equipment appropriate to	7.1.5.2	QSP 7.6	Y	Calibration database maintained

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
	requirements and under calibration control?				
33	Does a procedure exist for recall of product when an out of tolerance condition is discovered?	7.1.5.2		N	No formal procedure exists . Batches and sub batches are released after final inspection
34	Are records of calibration maintained and traceable to measuring and test equipment and National or International standards?	7.1.5.2	QSP 7.6	Y	
	Training and Competence				
35	Are records maintained of staff education, training, skills, and experience?	7.2		Y	Training skills matrix maintained
	Non-conformance				
36	Are processes in place to implement a timely containment action?	8.7		Y	No formal process but directors will implement timely containment action if and when required
37	Are processes in place to identify the root cause of a nonconformity.	10.2	QSP 8.5.2	Y	Corrective action procedure
38	Are any Corrective actions effective? (Any recurrence?)	10.2.1 and 10.2.2		Y	Quality records are now scanned for retention after corrective action request
39	Has an effective process been implemented to correct the root cause(s) of nonconformities?	10.2.1 and 10.2.2		Y	Review of corrective actions at MSR meeting

	REQUIREMENT	IS 9001 PARA	EVIDENCE	COMPLIANT Y/N	COMMENTS
40	Is approval to use or rework non-conforming material obtained from the Customer?	8.7.1		Y	Situation has never occurred but customer approval would be requested if it does.
	Risk Management and Preventive Action				
41	Is there a process for eliminating the causes of potential nonconformities to prevent their occurrence? i.e., managing risks	6.1	QSF 4.10	Y	Internal and external issues register