

**REVCON OILFIELD CONSTRUCTORS**  
**QUALITY**

**SUPPLIER SELF ASSESSMENT QUESTIONNAIRE**

Supplier: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact: \_\_\_\_\_

Company established:

Since (year): \_\_\_\_\_ Number of employees: \_\_\_\_\_

Manufacturer          Distributor          Service Provider

Checkmark the quality system for which your company has a third-party registration:

ABSA    ISO 9002    ISO 9001:2000    Other (specify) \_\_\_\_\_ None

Will you provide Revcon with a copy of your relevant Quality System?

*Note: If your company has a third-party registration for ISO or other quality system, please attach a copy of the certificate, skip the following questions and go to "comments" on page 2. Otherwise continue.*

If the above is "**None**", is your company preparing for registration of:

ABSA    ISO 9002    ISO 9001:2000    Other (specify) \_\_\_\_\_ None

By when do you expect registration: Month \_\_\_\_\_ Year: \_\_\_\_\_

Please "checkmark" the following questions:  For each question, please checkmark <u>all applicable</u> answers such as "implemented" and/or "Documented" or "Not applicable"		Implemented	Documented	Not Applicable
1	Does your organization have systems in place for: -document control -receiving, in-process and final inspection of products			
2	If applicable, will your company supply with all shipments certificates of compliance or certificates of analysis or inspection reports:  Do labeling and markings on individual product packaging include product identification, lot number (if applicable), all legally required labels and markings			
3	Does your company have a system in place that ensures that Inspection, Measuring and Test Equipment is calibrated against a measuring standard traceable to a National Standard: -Are calibration records are maintained:			
4	Do you have a system in place that ensures that your customers are informed in advance of changes to product specifications incl. packaging: -receive advanced information of changes to required delivery dates/quantities ordered			
5	Does your company's system provide for: -product traceability through all stages during production:			

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-identification of inspection status of products:

- 6 Does your company's operational system provide for the control of nonconforming products to ensure:  
-their clear identification:  
-their segregation to prevent unintended use:
- 7 Does your company have a Corrective Action System in place to:  
-eliminate product nonconformity  
-take effective action on customer complaints  
-define root causes of nonconformities and deficiencies  
-monitor and verify that corrective action was effective
- 8 Does your company have a policy in place for customer returns of non-conforming products:  
-is this policy communicated to all your customers
- 9 Does your company have systems in place:  
-for effective control of inventories of raw materials  
-for effective production planning as per customer requirements  
-to ensure traceability (back to raw material origin) of products sold  
-to ensure proper inventory rotation that guaranties "first-in / first-out
- 10 Does your company have systems in place which ensure the use of appropriate packaging for storage, transportation, including handling and the protection and preservation of products until final destination

In case it is Revcon's intention to conduct a quality audit at your facility. Would you agree that after previous consultation with your authorized staff and mutually agreed date and time – we perform a quality audit, which would include the before mentioned issues?

**Comments:**

**Assessment Completed By:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Email Completed Assessments**

To [Supplier@revcon.ca](mailto:Supplier@revcon.ca)