

RJW Supplier Approval Questionnaire

This questionnaire is for both potential & existing suppliers to RJW Sheet Metal Ltd

Company name:.....
Contact name:..... Email:.....
Telephone: Fax: Website:

Please note: RJW Sheet Metal Ltd reserves the right to seek evidence to support any or all answers on this questionnaire. Preference will be given to suppliers providing evidence to recognised standards, in addition to the services offered. If you require any help or have any questions while completing this questionnaire please do not hesitate to contact us, we are happy to assist.

Section 1 – Quality

1. Is your Company ISO9001 registered? Y N

(If you answered 'YES' please provide a copy)

2. Registration number.....

3. Registration Body.....

4. Do you have a written Quality Policy? Y N

(If you answered 'YES' please provide a copy)

Section 2 – Environment

1. Is your Company ISO14001 registered? Y N

2. Do you operate effective environmental management systems or procedures? Y N

3. Do you have an Environmental Policy? Y N

(If you answered 'YES' please provide a copy)

RoHS & REACH are EU regulations that control products that potentially contain substances of serious concern to RJW Sheet Metal Ltd.

1. Will you inform RJW Sheet Metal Ltd if you are to supply any product that could be non RoHS complaint?

Y N

2. Will you inform RJW Sheet Metal Ltd if you are to supply any product that could have REACH implications?

Y N

Section 3 – Health & Safety

1. Do you have a Health & Safety Policy statement?* Y N

(If you answered 'YES' please provide a copy)

2. How many reportable incidents has your Company had under RIDDOR in the last three years?

.....

3. How many staff do you directly employ?

4. What is your current level of Liability Insurance?.....

(Please provide a copy)

Please ensure all the relevant sections are both accurate and complete. Please check all required documents and supporting information are enclosed before returning this form.

By signing this questionnaire you agree to abide by all the standards declared within this document and that whilst working onsite our Personnel have the right to inspect you & your Suppliers/Contractors activities and may interrupt them if they violate company environmental or safety policies or any other legal requirements.

On behalf of the Company named within this document:

Name (please print):.....

Position:.....

Signed:.....

Date:.....

Please return this questionnaire and any relevant documentation to:
The Quality Department - RJW Sheet Metal Limited - 40 Cobham Road - Ferndown Industrial Estate – Wimborne – Dorset - BH21 7NP
Alternatively e- mail to: David@rjwsheetmetal.com

Thank you for your co-operation.

RJW Use Only

Approval / Review

Reviewed with the areas detailed highlighting concerns/further action required before approval (see below):

Reviewed and given approval (see notes)

Review conducted by:.....

Signed.....

Position.....

Date.....