



## SUPPLIER EVALUATION QUESTIONNAIRE

### **PART A: SERVICES/PRODUCTS TO BE APPROVED**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **PART B: SUPPLIER PROFILE**

1. Name of Supplier : \_\_\_\_\_
2. Business Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. : \_\_\_\_\_ 4. Fax No. : \_\_\_\_\_
5. Main Contact Person :-  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_
6. Year Established : \_\_\_\_\_
7. Total Number of Employees: \_\_\_\_\_
8. Total Number of QA/QC Personnel: \_\_\_\_\_
9. Authorized paid-Up Capital: RM \_\_\_\_\_
10. Company Main Activities:  
\_\_\_\_\_  
\_\_\_\_\_
11. Supplier's Organization (*Photocopy of the latest organization chart(s) required*)



### SUPPLIER EVALUATION QUESTIONNAIRE

12. Current applicable Quality Approvals/Accreditation held by the Supplier: *(Photocopy of the relevant approval certificates is required)*

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13. Current Major Customer *(List out and indicate the applicable testing involved)*

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#### **PART C: TEST METHODS & QUALITY CONTROL**

1. List out the test methods the respective tests conformed to:

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2. List out the equipment used for the tests. *(Photocopy of the relevant calibration certificate is required)*

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### SUPPLIER EVALUATION QUESTIONNAIRE

3. Is Test Certificate/Reports supplied with the tests?

*(Yes / No) \**

4. Who is authorized to sign the Test Certificate/Report? *(Photocopy of the relevant Test Certificate/Report with sample of Authorized Signatory required)*

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

**Prepared by:**

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

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

Designation: \_\_\_\_\_

