

(Confidential after completing)

## MANUFACTURER ASSESSMENT QUESTIONNAIRE

1. Registered name and address of the manufacturer:

Tel:       , Fax:       , E-mail:       ,

2. Name and address of the applicant (certificate owner) – if different from item 1:

Tel:       , Fax:       , E-mail:       ,

Enter the names, department and office address of the contact persons in the factory and the management representative responsible for the certification of products:

3. Trade name and type of the product proposed for certification:

4. Has the manufacturer assessed and certified quality system? Please specify details:

Has the manufacturer implemented quality system compliant with PN-EN ISO 9001?

**YES**                       **NO**

- has the manufacturer obtained the certificate issued by the quality system certification body?

**YES**                       **NO**

If YES, please provide the following information:

- name of the body that issued the certificate system

- certificate number (please provide copy of the certificate)

If NO, please specify the current state of implementation of the system (i.e. management, organizational procedures, Quality Manual, a preliminary audit of the system, etc.)

5. Who is responsible for quality assurance system and who is subjected to?

6. Is there any quality control department?

7. Are the quality audits conducted and by who?

8. Is the requested product produced in the area of quality system?

**YES**                       **NO**

9. Has the product an identification document during production?

**YES**                       **NO**

- if YES, does it identify batch or unit production?

- if NO, how the non-conforming (to the specified requirements) products are distinguished during production?
- 10. Specify the most important production stages, including the control and testing stages of the product:
- 11. Specify the main suppliers of materials and components:
- 12. Please describe in detail (copies may be included) - routine tests, inspections and tests conducted in the supply, process and final approvals done in order to ensure that the final product meets the standards.
- 13. Specify the most important equipment used for testing, measuring, and give the information about the frequency of testing and calibration:
- 14. Which department is responsible for the complaints procedure?  
  
Indicate the level of complaints during the warranty / or in other cases, as well as their percentage share in the total production:
- 15. We agree that the specialist of Certification Body may have access to all places of the production process, including checking supplies, essential to establish the compliance of the final product with the relevant standards, and work during normal working hours after consultation with the person authorized to contact or the deputy.

Signature on behalf of the manufacturer:.....

Name and position: .....

Location: .....

Date:.....

*Note: Signing of this document on behalf of the manufacturer is required to verify the accuracy of the information.*