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| --- |
| *Please complete this form to the best of your ability for the specified product(s) listed.* |

**Section I**

|  |  |  |
| --- | --- | --- |
| **COMPANY** | Company Name:       | Division:       |
| Street Address:       | City:       |
| Region/State:       | Postal Code:       | Country:       |
|  |  |  |  |  |
| **PRODUCT** | Trade Name:      Infineum Designation:       |
|  |  |  |  |  |
| **MfG****LOCATION** | Company Name:       | Division:       |
| Street Address:       | City:       |
| Region/State:       | Postal Code:       | Country:       |
|  |  |  |  |  |
| **CONTACTS** | Customer Service Rep. | Name**:      ,** Title | Phone:       | Email:       |
| Emergency Hazard/Spills | Name**:      ,** Title | Phone:       | Email:       |
| Supply - Off Hours  | Name**:      ,** Title | Phone:       | Email:       |
|  |  |  |  |  |
| **ISO****CERTIFICATION** | Certification Body:  |  |  | Provide details of any other quality system approvals held: |
| Certification Body is accredited by IAFMLA (International Accreditation Forum Multilateral Recognition Arrangement) – Yes/No | [ ]  YES [ ]  NO |  |  |
| Accreditation meets ISO/IEC 17021 for supply of materials from your manufacturing site – Yes/No | [ ]  YES [ ]  NO |  |
| Scope of Registration: |  |  |
| Certification Number: |  |
| Expiration date for current certificate |  |
|  |  |  |  |  |
| **DOCUMENTS** | Provide Copies of the following: | * ISO CERTIFICATION(S)
* (M)SDS
* OTHER:
 |
| Have you reviewed the Infineum Supplier Code of Conduct?The Infineum Supplier Code of Conduct can be found on the Infineum Supplier Portal <https://www.infineum.com/en-gb/infineum-supplier-portal/>[ ]  YES [ ]  NO |
|  |  |  |  |  |
| **PREPARED****BY** | Name**:      ,** Title | Date**:** | Email**:** |
|  |  |
| MC900411244[1] | If your manufacturing location is ISO Certified, the form is complete. If your manufacturing location is **NOT** ISO Certified, complete Section II below 🡻 |

**Section II**

If your manufacturing location is *not* ISO Certified please complete following section.

|  |  |  |  |
| --- | --- | --- | --- |
| **NOT REGISTERED TO ISO 9000 OR EQUIVALENT** | Do you intend to seek ISO 9000?[ ]  YES [ ]  NO | If Yes, provide the following: * Anticipated Registration Date:
* Current Status:
 | * Scope Of Registration:
* Certification Body:
 |
| QUALITY SYSTEM | Y/N | INSPECTION AND TEST | Y/N |
| Does your company have a formal quality system? |  | Are inspections procedures documented? |  |
| Is there a comprehensive Q.A. Manual?  |  | Do the inspection procedures define acceptance/rejection criteria? |  |
| Is your system periodically and systematically reviewed?  |  | Do the inspection procedures identify the equipment to be used? |  |
| Would you object to a representative of Infineum conducting a Quality Assessment at your premises? |  | Are records of inspections retained?If yes, for how long?  |  |
| ORGANIZATION |  | INSPECTION EQUIPMENT |  |
| Would you object to a representative of Infineum conducting a Quality Assessment at your premises? |  | Are instruments and test equipment calibrated? |  |
| Do you have a Quality Control Department? |  | Is there a calibration schedule? |  |
| PROCUREMENT |  | CORRECTIVE ACTION |  |
| Do you have a vendor assessment system? |  | Is there a formal system of corrective action for: |  |
| Are vendors rated and periodically reassessed?  |  |  a) Receipt of nonconforming materials? |  |
| Do procurement documents clearly define specific requirements? |  |  b) Intermediate production? |  |
| Are goods received inspected and the results recorded? |  |  c) Finished production? |  |
| Are inspected materials identified as such? |  | Is there continuing analysis of the causes of nonconformity? |  |
| Are uninspected or rejected goods segregated? |  | Are checks made to ensure corrective actions are implemented and effective? |  |
| Is there a documented system for rejects?  |  |  |  |
| FINAL INSPECTION |  | INSPECTION STATUS |  |
| Are all finished products tested against the agreed specification prior to dispatch? |  | Is the inspection status apparent at all stages of manufacture? |  |
| Are product specifications in agreement with Infineum for products supplied? |  | Is batch identity maintained throughout all stages, and can you trace material from receipt to dispatch? |  |
| Can certificates of analysis be supplied when requested? |  | Are concessions for deviations from specifications sought from the customer prior to dispatch, and are these concessions recorded? |  |
| HANDLING, STORAGE, AND DISPATCH |  | TRAINING |  |
| Are there documented procedures for handling, storage and dispatch? |  | Have your company personnel received adequate training to perform their assigned tasks? |  |
| Are these procedures adequate to prevent damage and deterioration of stock? |  | Do you maintain training records? |  |
| CONTROL OF NONCONFORMANCE |  | SPC TECHNIQUES |  |
| Are there procedures to identify, segregate, and dispose of nonconforming material? |  | Do you utilize statistical techniques to monitor and maintain product quality? |  |
| Please attach any other information that will help us make a proper assessment of your Quality System. |
| **PREPARED BY:** Name**:      ,** Title | Date**:** | Email**:** |