

**INITIAL SUPPLIER ASSESSMENT POSTAL QUESTIONNAIRE**

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**This questionnaire is to be compiled by any potential or existing supplier to ARRK Europe Ltd. The contents will be treated in strict confidence.**

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**1. COMPANY DETAILS**

**1.1** Name : .....

**1.2** Address : .....

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Telephone : ..... Facsimile : .....

Email : .....

**1.3** Facility Locations (if different to above): .....

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**1.4 Key Contacts**

Managing Director:.....

Commercial Manager:.....

Operations / Production Manager: .....

Quality Manager:.....

Technical / Engineering Manager: .....

**1.5** Current Annual Sales Turnover: .....

.....

**1.6** Current labour turnover statistics:

- Directs:.....
  
- Indirects:.....

**2. FINANCE**

**2.1** Is there a parent group structure or controlling interest ?

2.1	YES		NO	
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Give details .....

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**2.2** Would your last published Profit & Loss statement, Cashflow statement, and Balance Sheet be made available to us? If yes please enclose with return.

2.2	YES		NO	
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Give details .....

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**2.3** Company Type (Ltd, plc, partnership, sole trader) .....

**2.4** Insurance Details:

Product Liability Coverage value .....

Professional indemnity value .....

**3. QUALITY**

**3.1** Do you operate a formal Quality System and do you hold any recognised third party approvals of such (i.e. ISO 9001 / TS16949 / AS9100 series) ?

3.1	YES		NO	
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**Supplier Postal Assessment Form –**

Give details (including the date and scope of your registration or any plans you may have to obtain registration) .....

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Who is the certification body? .....

If already registered, please give registration number.....

If registered, please provide copy of certificate.

**3.2** Do you hold any “approvals” from your key customers ?

3.2	YES		NO	
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Give details (including any evidence of current performance ratings).....

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**3.4** Do you use statistical techniques to aid process control?

3.4	YES		NO	
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Give details .....

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**3.5** Do you formally review non-conformances, both in-house and reported by the customer, and define preventative action to eliminate root causes?

3.5	YES		NO	
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Give details .....

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**3.5.1** Do you have a formal problem solving method?

3.5.1	YES		NO	
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Please give details.....

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**4. LOGISTICS**

**4.1** Do you measure on-time delivery to your customers?

4.1	YES		NO	
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Give details and examples of current performance .....  
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**4.2** Do you have the facility for Electronic Data Interchange?

4.3	YES		NO	
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Give details .....  
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**5. ENGINEERING**

**5.4** Do you use a CAD system?

5.4	YES		NO	
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Give details .....  
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**6. GENERAL**

**6.1** Are you willing to be formally assessed by a Supplier Development Assessment team?

7.1	YES		NO	
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Give details .....  
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Supplier Postal Assessment Form –

PLEASE RETURN THE COMPLETED DOCUMENT AND ANY ATTACHMENTS YOU MAY  
FEEL NECESSARY, TO:

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The Purchasing Dept.  
ARRK Europe Ltd



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THANKYOU FOR YOUR ASSISTANCE