

Supplier Information Questionnaire Instructions



PLEASE READ CAREFULLY PRIOR TO COMPLETION

PURPOSE

J & E Hall International has a requirement to assess and continually re-assess the capabilities of its suppliers prior to placing contract/purchase orders. This questionnaire is the first step in assessing suppliers for Quality, Health, Safety and Environmental controls. Further assessments may be deemed appropriate including a site visit and Quality System Audit.

SAFETY CRITICAL/RELATED SUPPLIERS

Questions identified as SC go towards your Safety Critical Score

Suppliers to J & E Hall International whether direct or indirect have a responsibility to provide safe products/services and must comply with applicable standards.

J & E Hall International or it's Customers have, through the process of risk assessment, identified that the product and/or service which you will be supplying to the UK market is SAFETY CRITICAL and that measures are required to be undertaken to satisfy industry requirements, to supplying to the UK market is SAFETY CRITICAL and that measures are required to be undertaken to satisfy industry requirements, to ensure SAFETY CRITICAL products import no risk in the UK.

Your company must have certain controls in place to support the manufacturing integrity of the product.

This questionnaire may be followed up by a visit by J & E Hall International to explain more about the product, associated risk(s) and a systems audit to verify the suitability of controls.

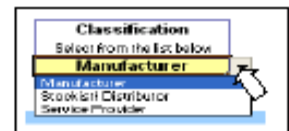
GENERAL

The questionnaire is a mixture of 'Yes/No' type responses with 'key' points requiring a brief description of your controls or process

All Yellow Fields Require A Response

SUPPLIER DETAILS

All suppliers are required to complete the "Supplier Details" information.
Please ensure you select your appropriate classification from the drop down list.



QUALITY MANAGEMENT SYSTEM

All suppliers are required to complete sections 1, 2, 4, 5, 6 and 7.

Manufacturing suppliers are required to complete all sections.

Please give details of any quality accreditations your company has, please include industry approvals.

Instructions

1.Supplier Details

2.HSQE

3.Special Processes

4.Insurances

5.REACH

6.Modern Slavery

7.Information Risk & Cyber Ess

QUALITY, HEALTH SAFETY & ENVIRONMENTAL

Please complete the section in full including details of any accreditations, restrictions or prosecutions.

SPECIAL PROCESSES

Please identify the Special Processes or Services your company can offer.

The score is based on the controls not the range of special processes.

INSURANCES

Please state the types and levels of insurance your company has.

Please provide copies of Insurance Certificates.

REACH REGULATIONS

All Suppliers are required to complete the REACH Questionnaire.

MODERN SLAVERY ACT 2015

All suppliers are required to complete the Modern Slavery Questionnaire.

The issue of Modern Slavery is a global problem and affects almost every supply chain. The spirit of the new legislation is to change the mind-set of companies and create a way of working so that it becomes increasingly difficult for any organisation involved in modern slavery or bonded labour to trade. By tackling these issues and working with suppliers to improve standards, this ensures compliance with the regulations through making positive changes and working to eliminate aspects of modern slavery over time.

The aim of J & E Hall International is to work collaboratively with suppliers to help reduce risk within the supply chain, while helping to reduce the impact of modern slavery around the world.

CYBER ESSENTIALS CERTIFICATE

All suppliers are required to complete the Cyber Essentials Questionnaire.

RETURN OF QUESTIONNAIRE

All information exchanged in this process will be kept for J & E Hall International purpose only.

Please attach all applicable copies of Certification & Policies along with any additional documentation that may be deemed applicable to J & E Hall International.

Supplier Information Questionnaire Details



ALL INFORMATION SUPPLIED IS CONFIDENTIAL

SUPPLIER DETAILS

Supplier Name:

Address:

Phone No:

Web Site:

Parent Company:

Address:

Phone No:

Web Site:

Previous Names

Have you been known by any other company name(s) in the last 5 years?

Yes / No*

Date	Name

Classification	
Select from the list below	X
Manufacturer	
Service Provider	
Sub Contractor	

CONTACT DETAILS

Function	Contact Name	Telephone	Email	Head Count
Managing Director				
Technical / Engineering				
Quality Assurance				
Sales				
Production				
Health and Safety				
Environment				

BRIEF DESCRIPTION OF FACILITIES

BUILDING

TYPES OF EMPLOYMENT

Owned/Rented etc.		What Level of Employees are Permanent vs Contract?	
Plant Surface Capacity for production			

BRIEF DESCRIPTION OF PRODUCTS AND/OR CAPABILITIES

HISTORY OF J & E HALL INTERNATIONAL CONTRACTS AND CURRENT INDUSTRY EXPERIENCE

I confirm that the information given in this document is accurate and that false information could lead to the removal from J & E Hall International's Supplier Database

Name	Position	Date

TO BE COMPLETED BY J & E HALL INTERNATIONAL

SUMMARY	Score
Section	
Quality Management System	
Manufacturing	
Special Processes	
Safety Critical	
QA Total	
Health Safety & Environmental	
Slave Labour	
Final Total	

Document	Attached - Yes/No
Health and Safety Policy	
Quality Policy	
Environmental Policy	
Insurances	
Other Certifications	

APPROVED	Yes / No
SAFETY CRITICAL SUPPLY	Yes / No

SCOPE

COMMENTS

Add Comments here if applicable

Approvers

Name	
Name	

Date	
Date	

HSQE Questionnaire



SECTION	QUESTION / REQUIREMENT	RESPONSE (MARK WITH X)			
		Yes	Partially	No	N/A
1	3rd PARTY ACCREDITATION				
	To be completed by ALL Suppliers				
1.1	Is your Quality System approved to a recognised standard? Which one? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
	(a) If the answer to question 1.1 is "No" do you intend to gain approval? (NA if you have accreditation)				
	(b) If so what approval and when? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
1.2	Have you continuously retained your accreditation to ISO 9001 or any other recognised standard in the last 5 years?				
1.3	Please detail any areas of Major Non-compliance in the last 12 months and their 'close-out' status. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				

SECTION	QUESTION / REQUIREMENT	RESPONSE (MARK WITH X)			
		Yes	Partially	No	N/A
2	QUALITY MANAGEMENT SYSTEM				
	To be completed by ALL Suppliers				
2.1	Do you carry out Quality Management System reviews? How often are they conducted? <i>e.g. 12 monthly</i>				
2.2	Does your company have a documented Quality Policy? If yes please provide a copy				
2.3	Does your company have a Quality Manual or documented controls? Ref:				
2.4	Does your company review orders to ensure that it can meet all requirements?				
2.5	Briefly describe your Contract reviews process, i.e.: who, how, methods (checklists) etc. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
2.6	Does your company have a Document Control System? Briefly describe below (ie: paperbased, electronic/intranet, issue stamps, transmittal notes) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
2.7	Does your company have a documented process for the purchasing of goods?				
2.8	Does your company have a process for approving suppliers and sub-contractors. If yes, please briefly explain below <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
2.9	If you purchase safety critical / related items, do you communicate the requirements of J & E Hall International to your suppliers? Briefly explain any additional controls for these suppliers, i.e.: Supplier development activities, supplier audit program, product inspections, First Article Inspections etc. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
2.10	Does your company analyse supplier performance? If yes, briefly describe <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
2.11	How does your company ensure incoming product is compliant to specification? (Goods Inward Inspection, SQA Activities, FAI, etc) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				

RESPONSE (MARK WITH X)

		Yes	Partially	No	N/A
2.12	Does your company measure performance of delivery to your customers (On Time Delivery)?				
2.13	Does your company report your delivery performance to your major customers?				
2.14	Does your company carry out root cause analysis of your delivery performance to your customers?				
2.15	Briefly explain any additional controls for customer supplied products? (including warranty returns)				
2.16	Does your company have the ability for full traceability and serialisation of components (material, operators, test equipment number etc)				
2.17	Are there documented procedures, which define product testing?				
2.18	Are all products identified to indicate their test status?				
2.19	Does your company record, monitor and action customer complaints?				
2.20	Does your company analyse failures and implement corrective / preventative actions where applicable? Briefly explain your approach and methods for determining root cause (8D, 5Y's etc)				
2.21	Does your company monitor the quality & reliability of your product / service after delivery to the customer?				
2.22	Are there procedures for handling, storage, packaging, preservation & delivery of the product?				
2.23	Does your company have a procedure for the control of quality records?				
2.24	How long are quality records retained?				
2.25	Does your company plan & conduct internal quality audits? Please state your periodicity of audit cycle (e.g. annually, 3 yearly etc)				
2.26	Can Certificates of Conformity/Analysis or Test Records be issued with the product on delivery?				
2.27	Does your company as a direct or indirect supplier to J & E Hall International understand the risks in the UK that are associated with the products or services you supply?				

RESPONSE (MARK WITH X)

To be completed by Manufacturing Suppliers

		Yes	Partially	No	N/A
3.1	Does your company design products? (State NA if you do not design)				
3.2	If yes, briefly state your design activities/ capabilities				
3.3	Does your company carry out formal risk assessments to understand how product / service failure may be initiated / prevented?				
3.4	Have you fully evaluated your process(es) so that safety critical points are identified and controlled?				
3.5	Does your company have documented procedures for the control of manufacturing processes?				
3.6	Does your company calibrate measuring equipment at regular intervals and maintain records?				
3.7	Does your company have a system which records non-conformances?				
3.8	Are non-conforming products quarantined, identified and reviewed?				
3.9	Does your company have documented procedures for repair / overhaul/ servicing of your components?				
3.10	Does your company have a structured Competence Management System? Briefly explain below				
3.11	Does your company carryout all activities which form part of the final product? (e.g. special processes, welding, NDT, sub-assembly manufacturing, heat treatment etc)				
3.12	Do you have a Planned Preventative Maintenance programme in operation?				
3.13	Would the company be willing to undergo a quality systems assessment by J & E Hall International HSQE Function?				

4 Health and Safety

To be completed by ALL Suppliers

Suppliers have a duty to ensure there is minimal risk to a person's Health & Safety from the manufacture and supply of components to J & E Hall International

RESPONSE (MARK WITH X)

		Yes	Partially	No	N/A
4.1	Are you accredited to ISO 45001:2018 If no go to 4.2 If yes go to 4.8				
4.2	If no Is there a documented system for managing H&S matters?				
4.3	If not are you actively working towards obtaining one?				
4.4	Is there a formal system for monitoring and auditing the HSE system?				
4.5	Is there a formal system for monitoring and auditing legal compliance (whether internal or external)?				
4.6	Is there a system for measuring and monitoring H&S performance?				
4.7	Do you have a written Health & Safety Policy. If yes, please provide a copy.				
4.8	Is there formal H&S training provided for managers, supervisors and other staff?				
4.9	Does your company have a Drugs & Alcohol Policy				
4.1	Please provide details of any monitoring / auditing activities carried out in relation to your product / process?				

4.11	In the last five years have you been investigated, prosecuted, or had any kind of enforcement notices or other sanctions by regulatory authorities in respect of H&S failures? If you have, please give details:				
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5 Environmental

To be completed by ALL Suppliers

Suppliers have a duty to ensure there is minimal risk to the Environmental from the manufacture and supply of components to J & E Hall International

RESPONSE (MARK WITH X)

		Yes	Partially	No	N/A
5.1	Are you accredited to ISO 14001:2015 If no go to 5.2 If yes go to 5.8				
5.2	If no Is there a documented system for managing Environmental matters?				
5.3	If not are you actively working towards obtaining one?				
5.4	Is there a formal system for monitoring and auditing the Environmental system?				
5.5	Is there a formal system for monitoring and auditing legal compliance (whether internal or external)?				
5.6	Is there a system for measuring and monitoring Environmental performance?				
5.7	Do you have a written Environmental Policy. If yes, please provide a copy.				
5.8	Is there formal Environmental training provided for managers, supervisors and other staff?				
5.9	Does your company have a Drugs & Alcohol Policy				
5.10	Please provide details of any monitoring / auditing activities carried out in relation to your product / process?				

5.11	In the last five years have you been investigated, prosecuted, or had any kind of enforcement notices or other sanctions by regulatory authorities in respect of Environmental failures? If you have, please give details:				
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For Reference only. If your company operates a prescribed process that requires permit/authorisation – typically an IPPC (Integrated Pollution Prevention and Control), LAPPC (Local Air Pollution Prevention Control) permit in the United Kingdom) or consent to discharge to sewer or controlled waters, please give details including how compliance is assured.

Special Processes



Please indicate any special processes that can be carried out by yourselves (ie: not sub-contracted)

Special Processes

SERVICES	Response (MARK WITH X)				Comments
	Yes	Partially	No	N/A	
CMM Inspection					
Calibration Service					
Welding					
-Are welders approved to a recognised standard(s)?					
-If so, which standard(s)?					
NDT Operation					
-Are personnel approved to recognised standard(s)?					
-If so, which standard(s)?					
PROCESS CAPABILITY					
Torque Tightening					
Crimping					
Bonding					
Heat treatment					
Soldering / brazing					
Soldering of Electronics					
Painting					
Casting					
Forging					
Plating					
Other					
CONTROL OF SPECIAL PROCESSES					
Route Cards					
Sampling Plans/ Inspection					
Process Capability Studies / Checks					
Quality Plans					
Other (please specify)					

Insurances



Company Insurance

Type **Level of Cover (£/€)**

Employers Liability	
Public Liability	
Professional Liability	
Professional Indemnity	

Type of Cover	Insurer	Policy Number	Limit of Indemnity	Expiry Date	Cancellation Notice Period	Insurance Policy/Certificate Attached?
Public liability						
Products liability						
Professional Indemnity						
Contractors All Risk						

We (the supplier) agree to J & E Hall International's terms and conditions of purchase

Terms and Conditions of purchase can be found at www.jehall.com

Yes/No

REACH: Questionnaire for Suppliers to J & E Hall International

REACH contact person within your company:

Name:

Position:

Telephone:

Email:

Date:

Please do observe: REACH applies to all kinds of products, not just to chemicals. The first time frame will be regarding preregistration of substances. Later, other products (hammers, tarpaulins, shoes, electric equipment etc.) will be subject to registration and authorisation of their content of dangerous substances. These questions apply to all kinds of product/articles (e.g. tools, textiles, electric equipment ect) unless otherwise stated. Feel free to write your own comments to the questions below.

- 1- Have you assessed the impact of REACH on your activity and on the products that you supply to our company and our customers?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	On-Going, Finished (month. Day)

- 2- Regarding the substances (s) on their own or contained in the preparations / articles that you supply to you supply you supply to us, will you assure us that, if they require registration, they will be pre-registered by your company.

<input type="checkbox"/>	Yes (please send us a guarantee including register number)
<input type="checkbox"/>	No , please inform J & E Hall International which substances will not be pre-registered and in which preparations or articles they are contained (trade name, specifications code, purchasing purchasing code, article nb. EAN code). Please mail this information as an excel file

- 3- Have you begun to evaluate the content in articles for content of dangerous substances substances that might cause a need for registration an authorisation?
Articles in this context means not just chemicals but all kinds of products (eg. tools, textiles, electric equipment. etc)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	On-Going, Finished (month. Day)

4- Do you have a guarantee that all the substances and preparations from your upstream suppliers comply with the REACH regulation?

Yes

No, What kind of measures are taken by your company in order to ensure that your upstream suppliers comply with the REACH regulation?

5- Will any of your existing products be withdrawn from the UK/EU market because of REACH?

6- Have you pointed out an "only representative" who will fulfil all obligations within UK/EU under the REACH Regulations?

Yes

No

J & E Hall International will not act as an importer under REACH

Name & Contact details of the "Only Representative"

7- If the answer on the previous question is "No", how will you act to ensure that your products comply with the obligations within UK/EU under the REACH regulation?

8- Additional comments:

Specified Chemical Substance List (As Amended)

Please go to the European Chemicals Agency website for a full list of registered substances
<https://www.echa.europa.eu/information-on-chemicals/registered-substances>

Modern Slavery Act



APPLYING THE ACT TO YOUR COMPANY

	Yes	Partially	No	N/A
Are you aware of the Modern Slavery Act 2015?				
Does it apply to your business?				
Have you made a commitment to it and checked your supply chain for potential risks of modern slavery?				
If no, please state why				
If you have found potential risks of modern slavery within your supply chain, what changes have you made and do you have new policies in place to mitigate the risk?				
If you are exposed to potential risks of modern slavery, how will / have you make / made staff aware of what modern slavery is and how to recognise it?				
Have you produced a modern slavery statement and where can J & E Hall International access it if required?				

DECLARATION

I hereby acknowledge and accept that all information provided to J & E Hall International in this questionnaire is true and correct.

Signature:	
Print Name:	
Position Title:	
Date:	

INFORMATION RISK QUESTIONNAIRE



1. Does your organisation hold any Information Security certification such ISO 27001?	YES / NO
2. Has your organisation had any information security incidents or data breaches in the last 5 years?	YES / NO
3. Does your organisation use any protection against malicious software? (Malware, virus protection)	YES / NO
4. Would your organisation or subcontracting partners, through contracted works, have access to our data?	YES / NO
5. Does your organisation have an approved security governance framework in place?	YES / NO
6. Do you conduct independent and/or internal technical assurance of your IT systems/applications e.g. external auditing process / penetration testing or similar? IT systems/applications e.g. external auditing process / penetration testing or similar	YES / NO
7. Does your organisation ensure all software has the latest patches and updates applied?	YES / NO
8. Does your organisation provide any form of IT Security awareness training to staff?	YES / NO
9. Are your staff made aware of the GDPR basics and their responsibilities?	YES / NO

Cyber Essentials Certificate

Please go to the Government website for clarification of this policy.

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

Are you aware of the Cyber Essentials Scheme.

- Yes & Achieved** (please provide evidence)
- Yes and working towards.** (Timescale to complete)
- Not relevant**