

**SUPPLIER QUESTIONNAIRE:
HEALTH, SAFETY & ENVIRONMENT (HSE)**

Section 1: Supplier	
Company Name:	
Address of Site of Manufacture	
Product to be supplied	
Is this the only site of manufacture for this material? If no please fill out one form for <u>each</u> site.	
e-mail address of person completing this form:	

Section 1: Contact Persons			
Department	Name	Telephone No.	Fax / e-mail
Quality Assurance			
Production			
Logistics			
Sales			
HSE			

IMPORTANT: PLEASE READ BELOW BEFORE COMPLETING THIS QUESTIONNAIRE

- 1) This form is to be completed by a representative of the company's HSE Department.
- 2) This questionnaire is to be completed by a representative from the site of manufacture only. It is not to be completed by a representative from the Marketing facility or General Headquarters.
- 3) Please answer all questions. If a question is not applicable please mark as N.A.
- 4) The last page must be signed.
- 5) Questions in shaded boxes are considered to be critical. A company cannot become an approved supplier as long as there are open critical questions.

Section 2: General Information		
2.1	Do you have permission from all concerned authorities to operate business?	
2.2	Do you meet all relevant local and national HSE legislation?	
2.3	How do ensure site security?	
2.4	Do you have any certification such as ISO 9000, 14001 , OHSAS 18000, etc?	

Section 3: HSE Management		
3.1	What specific HSE organisation and functions exist in your company?	
3.2	What basic HSE documentation is available?	
3.3	What HSE training programs exist? Do you have a standard operating procedure for training? Do you carry out mock drills at the site?	

Section 4: Plant Installations		
4.1	What general building ventilation is provided?	
4.2	What equipment design and operating standards are available?	
4.3	What closed handling systems are used for toxic material?	
4.4	What engineering maintenance system is operated on site? Do you have a schedule in place for preventive maintenance?	

Section 5: Safety and Loss Prevention

5.1	Are risk analyses available for processes to manufacture products on site?	
5.2	What permit systems is implemented?	
5.3	What formal accident / incident reporting systems exist?	
5.4	What alarm / evacuation arrangements are in place on the site?	
5.5	What initial fire fighting capability exists?	
5.6	Are vessels containing highly flammable liquids inerted with Nitrogen?	
5.7	Please indicate if there were any accidents/near miss incidents in the factory premises?	

Section 6: Health and Hygiene

6.1	Are MSDS available for all chemical substances?	
6.2	What personnel protective and respiratory protective equipment is available?	
6.3	What washing and changing facilities exist?	
6.4	What first aid facilities / staff are on site?	
6.5	What health surveillance is carried out?	

Section 7: Environmental Protection

7.1	Is wastewater discharged to recognised standards?	
7.2	How are air emissions controlled?	
7.3	What are your provisions for spill control?	
7.4	What are your waste disposal practices?	
7.5	Do you have an environmental license?	
7.6	Do you carry out Hazop study for all products?	

Section 8: Sign Off

We certify that the information provided in response to the questions posed is true, accurate and complete.

Head of Production or Deputy:

(Print)	
(Signature)	
(Date)	

Head of Quality Assurance or Deputy:

(Print)	
(Signature)	
(Date)	

Head of HSE or Deputy:

(Print)	
(Signature)	
(Date)	