

**INTEGRATED SUPPLIER EVALUATION PROTOCOL
PRE-AUDIT INFORMATION COLLECTION**

Supplier:

Site/Plant:

Date:

	Available	Not Available	Not Applicable
Map of the site with surrounding area, indicating position and nature of other nearby industrial facilities, residential areas, roads, railways or recognised airport flight paths.			
Description of the Site's operations, processes.			
Organisational diagram for Site with roles and responsibilities.			
Site SHE policy and index of local procedures.			
Site authorisations/licences to operate (air, water and solid releases), with previous year's performance.			
Site SHE improvement plans.			
Site emergency plan.			
Site procedure for incident and accident investigation.			
Site self-audit procedure and current status.			
Site procedures for safe systems of work (i.e. permit to work, vessel entry, flame work).			
Site programme for air emission monitoring, current status and compliance with local standards.			
Policy on animal testing.			
Policy on use of genetically modified organisms.			
Labour standards policies (i.e. non-discrimination, fair compensation, working hours, freedom of association, child labour).			
Site QA policy and index of local procedures.			
Site procedures for validation (i.e. process, cleaning, equipment IQ and OQ, analytical and computer).			
Site procedure for change control.			
Site procedure for deviation reporting and investigation.			
Site procedure for product release.			

Site procedure for documentation management.			
Site procedure for training (i.e. SHE, GMP, task).			
Site procedure for maintenance systems.			
Site procedure for critical instruments, plant alarms and trip systems.			
Site procedure for technology transfer.			
Site procedure for critical parameter evaluation.			

Name:

Designation:

Signature:

Note: Please note that all documents/procedures confirmed to be available by you in the above table will be audited/ reviewed by our auditors . Please ensure that you keep them readily available .