Instructions: The purpose of this survey is to evaluate your capability to supply products that consistently meet Saudi Aramco's requirements. **The questions contained in this questionnaire are of a technical nature. This form is to be completed by technically qualified personnel who are responsible for the implementation of the QA/QC program.** This questionnaire has been designed to cover the manufacture of a broad spectrum of materials and equipment. As a result, some of the questions may not apply to your particular product range. If so, please mark those questions as N/A (not applicable). Please return the completed questionnaire along with the information identified below:

1. Quality manual (include **list** of departmental procedures/instructions).
2. Company organizational chart.
3. List of major equipment.
4. Sales brochures, product/technical data, etc.
5. Company Web site address.
6. List of major users of your product with address and telephone number.
7. Quality system and product certifications by third-party agencies, if any.

(If vendor has more than one manufacturing location, a separate questionnaire must be completed for each facility.)

All information provided is considered confidential.

ASC may require a plant survey/visit. Should a plant visit be required, ASC or its designated inspector may evaluate without limitation one or more of the following:

1. Quality management system, departmental procedures and processes.
2. Manufacturing methods, production/process control system.
3. Calibration of tools, instruments and gauges.
4. Material processing & control and traceability.
5. Certification of personnel (when required).
6. Production, laboratory, test, facilities, and equipment.
7. Materials handling, shipment and crating capabilities.
8. Finished products.

Upon receipt of the completed questionnaire and supporting documentation, you may be contacted by a representative of Aramco Services Company, Inspection Unit, 9009 West Loop South, Houston, Texas to schedule a mutually convenient date for a plant survey, if required.

Aramco Services Company
TSD Inspection Unit
9009 West Loop South
Houston, TX 77096
USA

Section 1: General

1	Full vendor/manufacturer name:					
2	Sales office address:					
3	Vendor/manufacturer plant address:					
4	Sales contact name:					
5	QA contact name:					
6	Telephone no.:		Fax no.:			
7	QA contact e-mail address:					
8	Number of employees at this plant: (Please list number of employees in each area and attach an organization chart.)					
	Engineering:		Admin. & Sales:		QC & QA:	
	Inspection: (if separate from QA/QC)		Production:		Laboratory:	
	P.E.'s:		Research:		Other:	
9	Vendor's/manufacturer's parent company:					
10	Parent company's address:					
11	Has quality system been certified / registered? Yes: ☐ No: ☐ If YES, please indicate type below and attach a copy of the certificate(s).					
	ISO 9001:	API		ASME		
	Other:	Specify				
12	Products manufactured or services performed at this plant:					
	Comments:					
13	Number of major buildings:					
	Square feet/meters under roof:		Open area (storage)			
	Other facilities:					
14	Components and work subcontracted (i.e., plating, welding, machining, NDE, testing):					
	Work subcontracted		**Primary subcontractors**			
15	Completed by:					
	Name		Position		Date	

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Section 2: Quality Assurance

Please provide sufficient details in your answers to the following questions concerning the implementation of your quality program. Do not merely reference your quality manual. The questions contained in this form are intended to provide a brief overview of your overall quality program. This information will be used to determine the extent of additional evaluation required to verify the effectiveness of your quality program. Please also provide a copy of any certification your facility may possess and the quality manual used at the facility under consideration.

quality system / documentation requirements

1. Is the quality system certified by an ISO 9001 Registrar? Yes: ☐ No: ☐
2. If the quality system *is not* certified as in accordance with ISO 9001, is it patterned after an ISO 9001 or equivalent quality standard? Yes: ☐ No: ☐
3. If the quality system *is not certified* as ISO 9001 compliant, please provide details of the documented quality system (quality elements addressed, methods of measurements for effectiveness of the program, etc.).

management responsibility / management review

1. How are the policies and objectives for, and commitment to quality defined, documented, communicated, and implemented?

2. What actions are taken to ensure that the policy is understood, implemented and maintained at all levels in the organization?

3. Describe the intervals and methods senior management uses to verify the effectiveness of the quality program.

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product realization / contract review

1. Describe the methods / procedures used for contract review to assure customer requirements are met.

control of non-conforming products

1. Describe methods for controlling, documenting, segregating, correcting and disposing of materials found to be non-conforming.

product realization / purchasing

1. Describe how your approved sub-contractor / supplier list is developed / maintained / performance graded?

2. Describe sub-contract requirements, including quality requirements.

3. Describe controls in place to verify material is procured from approved sources.

4. Describe review and approval processes for purchasing documents against documented criteria prior to release (to ensure adequacy of specified requirements).

5. Describe the type of verification performed on purchased products. Include methods used to control incoming material that is found to not be in compliance with the purchase requirements?

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product realization / inspection and testing

1. Describe methods for inspection of incoming materials to verify compliance with quality plans or procedures prior to use or processing.

2. Describe methods of in-process inspection, testing and identification.

3. Describe methods of documentation to provide evidence of inspection and testing.

measurement, analysis and improvement / internal quality audits

1. Describe methods and timetable of internal audits to verify compliance to, and determine the effectiveness of the quality system and its elements.

2. Provide details as to the qualifications and training of personnel authorized to perform internal audits.

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