

1. General Information			
Are customer audits and/or inspections by agencies permitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the decision to release or reject a product / material for sale independent from production?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Personnel, Training and Education			
Do you have written job descriptions for all personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have procedures that document how you perform training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you maintain records of the training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Production and Process Control			
Is your manufacturing process certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If not, do you have plans to do so?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you do: what is your target date for completion?			
How do you define your lot/batch?			
Does each lot/batch have an identification number?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you maintain lot separation during			
▪ Manufacturing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
▪ Packaging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
▪ Storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do all product containers bear identification labels, e.g. stating batch/lot number, product name etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there expiry or retest dates defined for all material?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there storage conditions defined for all material?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is testing or inspection performed on finished products?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are rejected lots identified as such and separated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
How many weeks of inventory do you have for the product(s) involved:			
4. Contracts Management			Comments
Do you have a procedure on Contract review processes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Are interface mechanisms (point of contacts for each discipline) between us the customer and you the supplier clear?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Are terms and conditions clearly defined? (incl. payments terms and any unusual conditions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• If you service products for MACE Contractors, do you ensure that servicing meets contractual requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Is your company registered with the Emirate of Abu Dhabi?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Does the business operate as a Limited Liability, Partnership, Sole Trader, Incorporation, Other? Please specify:

What percentage (%) of the business is MACE Contractors Account?

Can you provide us with the contact details of 3 other companies with whom you have similar sized contracts and nature? If Yes, please state:

Yes

No

Company Name	Address	Phone Nos.
1.		
2.		
3.		