

QUESTIONARE OF MANUFACTURER

applying for conformity certificate

Part A

MANUFACTURER'S

GENERAL INFORMATION

1	Manufacturer (name, address)	
2	Product description ¹	
3	Held certificates for:	
a)	applied product (other certificates granted by other notified bodies) ²	
b)	Held Quality Manage- ment System (eg. ISO 9001 or other documented) ²	
c)	Held raw material test reports ²	

How to fill the questionnaire:

If there is not enough space in questionnaire, you can write information in attachments and write in questionnaire fields "look attachment No. ...".

¹ Describe the same as in the conformity assessment application: name, type, model, symbol

² If yes, attach copies of the documents

Lp.	Zagadnienie	Wypełnia dostawca
1	2	3

I DESCRIPTION OF THE PRODUCTION PROCESS

4	Describe the phases of the technological process.	
5	List the normative documents / documentation defining requirements: technical, functional and quality of the product submitted for certification.	
6	Describe who and with which document starts production.	
7	List main raw materials, additives and other used in technological process.	
8	Describe the criteria for evaluating the suppliers for: raw materials, intermediates, additives. How and where quality requirements for the products provided by suppliers are specified.	
9	Describe the conditions of storage of materials and quality supervision during storage.	

II MONITORING AND TESTS

10	Describe the procedures of performing quality control of raw materials, interop control and the final control, including positions responsible for performing the control, and used measuring and control devices.	
11	Describe the procedure of dealing with substandard products and how they are labeled.	
12	Describe the rules for dealing with complaints of finished products, including the position responsible for the implementation, the type of prepared records.	

III PAACKING, MARKING, STORAGE

Lp.	Question	Wypełnia dostawca
1	2	3
13	Describe the storage conditions and quality supervision during storage of finished products.	
14	Specify the type of packaging, the information provided with the device submitted for certification (woven labels, instructions for use and maintenance).	

Lp.	Question	Wypełnia dostawca
1	2	3
15	Reported by: Name and surname Position Place and date	