



# Supplier Approval Questionnaire

**This questionnaire is for both potential & existing suppliers to BOFA International Ltd**

**Company name:**.....

**Contact name:**..... **Email:**.....

**Telephone:**..... **Fax:**..... **Website:**.....

*BOFA International Ltd reserves the right to seek evidence to support any or all answers on this questionnaire.*

**Preference is given to those providing evidence to recognised standards, in addition to the services offered.**

***If you require assistance or have any questions while completing this questionnaire please do not hesitate to contact us. We are happy to offer assistance.***

## Section 1 – Quality

1. Is your Company ISO9001 registered? Y N

*(If you answered 'YES' please provide a copy)*

2. Registration number.....

3. Registration Body.....

4. Do you have a written Quality Policy? Y N

*(If you answered 'YES' please provide a copy)*

## Section 2 – Environment

***BOFA International operates an ethical Environmental Policy to control our environmental impacts. Whilst supplying us your activities will contribute to these impacts & could increase their severity. To prevent or control this you must be aware of your environmental obligations before & during your supply to BOFA International.***

1. Is your Company ISO14001 registered? Y N

2. Do you operate effective environmental management systems or procedures? Y N

3. Do you have an Environmental Policy? Y N

*(If you answered 'YES' please provide a copy)*

***Common conflict minerals are mostly cassiterite (for tin), wolframite (for tungsten), coltan (for tantalum), and gold ore, these are passed through a variety of intermediaries before being purchased by multinational companies.***

1. Will your Company make all reasonable efforts to ensure components are free of conflict materials?

Y N

**Section 2 – Environment Continued**

REACH, WEEE & RoHS are EU regulations controlling products that potentially contain substances of serious concern to BOFA International.

- 2. Will you inform BOFA International if you are to supply any product that could be non RoHS complaint? Y N
- 3. Will you inform BOFA International if you are to supply any product that could have REACH registrations? Y N
- 4. Will you inform BOFA International if you are to supply any product that could affect our current WEEE status? Y N

**Section 3 – Health & Safety**

- 1. Do you have a Health & Safety Policy statement?\* Y N

*(If you answered 'YES' please provide a copy)*

- 2. How many reportable incidents has your Company had under RIDDOR in the last three years?

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- 3. How many staff do you directly employ? .....
- 4. What is your current level of Liability Insurance?.....  
*(Please provide a copy)*

**Please ensure all the relevant sections are both accurate and complete. Please check all required documents and supporting information are enclosed before returning this form.**

By signing this questionnaire you agree to abide by all the standards declared within this document and that whilst working onsite our Personnel have the right to inspect you & your Suppliers/Contractors activities and may interrupt them if they violate company environmental or safety policies or any other legal requirements.

**On behalf of the Company named within this document:**

Name (please print):..... Position:.....

Signed:..... Date:.....

**BOFA Use Only**

**Approval / Review**

Reviewed with the areas detailed highlighting concerns/further action required before approval (see below):

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Reviewed and given approval (see notes)

Review conducted by:.....

Signed.....

Position.....

Date.....