



TRANS PAK PVT. LTD.

DOCUMENT NO. HR-17

ISSUE NO:01

Supplier Evaluation Form

ISSUE DATE: 01-01-2015

SECTION-A

SUPPLIER INFORMATION

(To be completed by the Supplier)

Date: _____

Supplier Name: _____

Address: _____

Contact No.: _____

Contact Person: _____

Full Scope of Product / Service: _____

SECTION-B

BASIC INFORMATION

(To be completed by the Supplier)

➤ Employees strength _____, ➤ Production Capacity: _____

Certification Details

(Copy of Certificate Must Provide)


SA:8000 <input type="checkbox"/>	ISO 9001 <input type="checkbox"/>	BSCI <input type="checkbox"/>	CT-PAT <input type="checkbox"/>	Any Other <input type="checkbox"/>
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SECTION-C

QUALITY MANAGEMENT SYSTEM

(To be filled by the Supplier)

- Are you registered to ISO 9000? Yes No
If yes, then please supply photocopy of your certificate or Registration #.
- Does supplier have Quality Management /Quality Assurance System? Yes No
- Does supplier have a written Quality policy? Yes No
- Does supplier conduct Management Review meeting? Yes No
- Does supplier perform internal quality audit? Yes No
- Does supplier have Organogram? Yes No
- Does supplier have JDs of all as per Organogram? Yes No
- Does supplier perform inspection and at:
 - Incoming stage? Yes No
 - In process stage? Yes No
 - Final stage? Yes No
- Does supplier have a customer complaint system? Yes No

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10. Does supplier have production instruction? Yes No
11. Who are your major customers? Yes No

SECTION-D

Social Compliance

(To be completed by Supplier)

Are you registered to SA 8000/Other Compliance Certificate? Yes No
 If yes, then please supply photocopy of your certificate or Registration #.

- Does the vendor use Child as Labor? Yes No
- Does the vendor involve in Forced Labor? Yes No
- Does the vendor aware about all applicable Labor Laws? Yes No
- Does the vendor giving salaries on time? Yes No
- Does the vendor giving overtime as per Labor Laws? Yes No
- Does the vendor cooperate in implementation of SA-8000 requirements? Yes No
- Does the vendor inform their workforce the applicable Labor Laws requirements? Yes No
- Does the vendor involve in any type of Discrimination? Yes No
- Does the vendor follow working hours? Yes No
- Does the company pay overtime as per labor law? Yes No
- Does the vendor do any complaint related to Disciplinary Action? Yes No
- Does the vendor involve in equal remuneration for men as well as women? Yes No
- Does the vendor follow the requirements of Vocational Rehabilitation & Employment/Disabled Persons? Yes No
- Does the vendor employment policy of the company? Yes No
- Does the vendor have complete records of the entire workforce? Yes No
- Does the vendor update entire records in time? Yes No

SECTION-E

Security

(To Be Field by Supplier)

- Facility has a designated security personal for look after the security issued. Yes No
- Facility has a Security Policy Displayed for reference. Yes No
- Facility has proper policies/instructions/procedures related to security. Yes No
- Facility Conducted workshops/trainings against terrorisms for security personals. Yes No
- Facility has any outsource communication system against any unauthorized access. Yes No
- Facility has proper containers/vehicle inspection systems during loading/unloading. Yes No
- Facility Installed CCTV system to monitor all activities on 24 hours basis with proper recording. Yes No
- Facility has any warehouse/storage area for finished goods. Yes No



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Supplier Representative: _____
(Signature and Stump)

SECTION –F

ON-SITE SURVEY

(To be completed by Trans Pak (Pvt.) Ltd. Representative)

		Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Social	Is Factory free of Child Labor?		
	Is Factory free of Force Labor?		
	Is Factory free form discrimination labor interview?		
	Do all employees meet minimum wages?		
	Is Facility is Neat and Clean?		
	Do aisles permit safe and orderly emergency exits?		
	Is adequate facility provided to labor?		
	Is proper safety equipments provided to labor?		
Quality	Have supplier written quality system?		
	Have suppliers sufficient Q.Cs?		
	Is there any approval system?		
	Is there any written quality reports?		
	Do Supplier Keep Non-Conformance goods segregated and identified?		
Delivery time	Have supplier maintain Production planning?		
	Have supplier defined the production capacity?		
	Does supplier compare delivery date with buyers required dates?		
	Does suppliers provide deliver on time?		
Resource	Are goods stored in Safe and dry area?		
	Have supplier proper machines and tools for production?		
	Are the equipments are maintained?		
	Does factory maintain any test report?		
	Have supplier adequate manpower?		
	Have supplier adequate material stock?		
	Have supplier proper store?		
	Have supplier power backup		
Security	Facility has a designated security personal for look after the security issue.		
	Facility has a security policy displayed for reference.		
	Facility has proper policies/instructions/procedures related to security.		
	Facility conducted workshops/training against terrorisms for security personals.		
	Facility has any outsource communication system against any unauthorized access.		
	Facility has proper containers/vehicle inspection systems during loading/unloading.		
	Facility installed CCTV system s to monitor all activities on 24hrs proper recording.		
	Facility has any warehouse/storage area for finished goods.		



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SECTION – G

DECISION

(To be completed by Trans Pak (Pvt.) Ltd.)

STATUS: APPROVED 6 Months 1 Year

NOT APPROVED

REMARKS: _____

APPROVED BY: _____ NEXT

REVIEW: _____