

QPS Supplemental Form V

Responsible person completing ASME QPS Supplemental Form V.

Name, Function

Date, Location, Signature

All information provided in this Supplemental Form V will be treated strictly confidential.

A.	General Information about the Company	
1	Company name as it will appear on the certificate.	
2	Address of Company	
3	Telephone number where the audit takes place	
4	Name of the Person heading Quality Department	

Please add any additional information below:

B.	Quality related Information	
1	Do you currently hold any external approvals, certifications or accreditations, i.e. ISO 9001? (Please provide copies of certificates)	
2	Do you have a documented Quality Program conforming to QPS?	
3	Are the personnel performing quality control independent of production responsibility? (<i>Provide organisation chart</i>)	
4	Does your company conduct regular internal process quality and System audits? How often, and are they performed by persons without direct responsibility for the activities being audited?	
5	Do you employ auditors, or do you use an auditing service?	
6	Do you use any product Codes and Standards in support of your QPS program, and do you currently hold the latest versions of these applicable Codes and Standards? If yes, please identify or provide list of Codes & Standards.	
7	Do you outsource any manufacturing activities/processes? If yes, identify which activities/processes are being outsourced and provide list of approved vendors.	
8	Name and address of any contract manufacturers	
9	Is Calibration of measuring and testing equipment performed in house or subcontracted?	

C.	Production related information	
1	Daily Production Volume at Peak level? (<i>Specify Shift-wise if there are multiple shifts</i>)	
2	Do you have a system of maintaining records of Inhouse and Customer rejection/returns? If yes, what is the retention period of these records?	
3	If possible, please provide /attach following	
(a)	Production Process flow Diagram (PFD)	
(b)	Shop Floor Layout (or attach Picture)	
(c)	Product- process traceability procedure & monitoring system during-process.	
(d)	Mapping of material routing in shop (can be shown on PFD).	

D. Comments from your Company

Please provide any additional information your company feels the auditors should be aware of before the audit: