ORGANISATION NAME AND ADDRESS

Company Name:	**Research & Medical Services Ltd**
Company Address:	*PO Box 56* *SLOUGH* *SL1 5XU*
Contact Name:	*Paul Coogan*
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PRODUCT OR SERVICE DETAILS

Product/Service Details:	*Maintenance, repair & calibration of centrifuges*
Model/ Item Number:	*All makes & models.*

SUPPLIER AUDIT QUESTIONNAIRE

QUESTION	YES	NO
Do you currently hold any Quality Accreditation? Please detail: Inspection Body: Accreditation Number/Reference: Date of last/next inspection: Outcome: Successful / Unsuccessful / Conditional / Not applicable	☐	☒
1. Quality Policy Is there a quality policy in place?	☒	☐
2. Organisation Are all responsibilities clearly defined?	☒	☐
3. Training Are there systems in place for training? Are staff appropriately qualified and trained to carry out procedures correctly?	☒ ☒	☐ ☐
4. Internal Quality Audits Are there procedures in place for planned quality audits? Is there a review of the effectiveness of your governance systems to ıre data integrity and traceability?	☒ ☒	☐ ☐
5. Purchasing Is there a procedure in place for the control/assessment of suppliers, including verification of supplier's/manufacturers bona-fides? Does this procedure define actions to be taken when dealing with suppliers that do not meet the requirements?	☐ ☐	☒ ☒
6. Process Control Are there documented procedures for the processes? Are there any process / quality controls? Is there a formal release process? Is there a unique batch documented for each batch? Are certificates of analysis available?	See mments elow.☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

QUESTION	YES	NO
Have critical steps of the processes/premises and production and any significant changes been validated?	☐	☐
Are records of manufacture including distribution retained in a comprehensible and accessible form?	☐	☐
	☐	
7. Process Change Control Is there a documented procedure in place for change control to processing and materials used?	☐	☒
Are there procedures for the investigation of non-conformances and documentation of corrective actions?	☐	☒
8. Recall Is there a procedure for the recall of a product?	☐	N/A☐
Is the effectiveness of the recall system regularly tested?	☐	N/A☐
Are complaints about products examined, the causes of quality defects investigated and appropriate measures taken in respect of the defective product and to prevent reoccurrence?	☐	N/A☐
9. Handling, Storage and Delivery of the product Are these stages controlled to maintain product quality?	☐	N/A☐
Is the temperature monitored during transport? If Yes, how/when is this reviewed and how are OTC events actioned? (*detail below*)	☐	N/A☐
10. Do we have your permission to share this questionnaire with the Joint TAG on the London & SE Coast RTC website? http://www.transfusionguidelines.org.uk/	☒	☐

Additional Comments
Please note that sections answered with 'N/A' appear to relate to equipment suppliers and are therefore not relevant to RMS Ltd as we are a service/maintenance supplier. **It has been necessary to answer 'No' to certain questions but this will be reviewed in due course as we have recently employed a quality consultant. Our processes should be updated within the next 4- 6 months which will include accreditation to ISO17025.**

Questionnaire completed by: Paul Coogan	
Position: Director	Date: 20/11/14.