

ANNEXURE-IV

PROJECT MANAGEMENT AND QA/QC SYSTEMS

1. Describe your document control system and /or procedures to control, development, approval and distribution of technical documents, particularly required from and Engineering Company

2. Do you track (progress, follow, schedule) all activities from the date of placement of order through completion of project.

YES NO

Please explain how you track all activities from placement of order through completion of project.

3. Does your company have capabilities for Electronic Data / Information Interchange?

YES NO

If yes, Please provide details.

If no, does your company plan to develop these capabilities? YES NO

4. How does your company identify problems that might affect the completion of an order?

5. What system do you have for quoting lead times and to ensure adherence to the schedule time.

6. How do you get commitment from your sub-contractors to ensure compliance with your quoted lead times and prices.

7. Do you have established procedure to handle damaged material / equipment and / or unsatisfactory services?

YES

NO

If yes, please provide details.

8. How does your company ensure that contract / purchase order data and drawings are accurate, legible and submitted on a timely basis?

9. Has your company formats to communicate the problem or the potential problem to the customer (if any)?

In that case please provide a sample of such format.

10. Do you have a QA / QC program manual?

YES

NO

If yes, please provide copy of the same

11. Does documented procedure exist to support the QA / QC manual?

YES

NO

If no, how is your QA / QC program implemented?

(Please provide some sample of such documentation to support your claim)

12. Do you have standard format for a formal review / audit of the QA / QC program?

YES

NO

If yes, provide details / sample.

13. Does the QA / QC manager have any other responsibilities?

YES

NO

If yes, please specify..

14. Describe your training and certification program for inspectors

15. Is your company certified to ISO 9001_____,
YES NO

16. List certificate of authorization and / Code Stamps you hold and the issuing authority. Has any certificate of Authorization and /or Code stamp ever been refused or suspended? If so, state which ones, give reasons and date
