

ANNEXURE – IV

PROJECT MANAGEMENT & QUALITY CONTROL

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

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

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

- 3- Do you have established procedures to handle damaged material / equipment and / or unsatisfactory services ?

YES

NO

If yes, please provide details.

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

YES

NO

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

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

6- 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 capability ? YES NO

7- How does your company identify problems that might affect the completion of an order ?

8- 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.

9- Do you have a QA / QC program manual? YES NO

If yes, please provide copy of the same

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