

	HEMOCARE TEXTILES		Document Number HCT-FM-18	
	SUPPLIER EVALUATION FORM		Issue 08	Issue Date 17-09-2018

SECTION-A		SUPPLIER INFORMATION	
Supplier Name: _____			
Address: _____			
Contact No & Email Address: _____			
Contact Person: _____		Business Start Date: dd /mm /yyyy	
Product / Service: _____ Annual Turnover: _____ Established Date: _____			

SECTION – B
ON-SITE SURVEY

(To be completed by Homecare Textiles Representative; for facility in Other Cities Supplier Self-Assessment is acceptable)

Compliance	Description	Yes	No
Social compliance	1.Does the facility free from Child Labor?		
	2.Does the facility free from Forced Labor?		
	3.Does the vendor avoid every type of Discrimination? Is there equal remuneration for men as well as women?		
	4.Vendor does not engage in corporal punishment, mental or physical coercion and verbal abuse of person even do not have any complaint related to Disciplinary Action?		
	5.Does the vendor follow working hours?		
	6.Does the vender implemented Current Law requirements and maintain Legal Compliance?		
	7.Does the vendor provided Freedom of Association to workers to join Union for Collective bargain?		
	8.Does the vendor giving salaries and overtime as per law and on time?		
	9.Do facilities provide a safe and healthy work environment? Including Hygiene, Working Environment, PPE, Chemical Safety, Machine Safety, Fire Safety, Electrical Safety and Trainings.		
System Compliance 9001,14001 & 18001- OekoTex STeP	Is Supplier registered to ISO <input type="checkbox"/> 9001 / <input type="checkbox"/> 14001 / <input type="checkbox"/> 18001? If Yes, then please supply photocopy of your certificate or Registration #.		
	1. Does supplier have Management System? (<input type="checkbox"/> Quality / <input type="checkbox"/> Environment / <input type="checkbox"/> OHS)		
	2. Does supplier documents and record are controlled?		
	3. Does supplier have a written policy? (<input type="checkbox"/> Quality / <input type="checkbox"/> Environment / <input type="checkbox"/> OHS Does the facility has communicated Quality policy to workers?		
	4. Does supplier conduct Management Review meeting?		
	5. Does supplier have Organogram defining clear Responsibility and authority structure		
	7. Does supplier conduct Hazard analysis, Risk Assessment, Aspect impact analysis and have its control plans?		
	8. Does supplier have Training and awareness Program? Does the facility workers are aware and trained on procedures.		



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	9. Does supplier perform inspection and maintaining reports at Incoming stage, In process stage and Final stage?		
	10. Does supplier have customer focus implemented system?		
	11. Does supplier have Control of monitoring and measuring device?		
	12. Does supplier have Production control procedure?		
	13. Does supplier conduct Internal Audit?		
	14. Does supplier have non-conformance procedure?		
	15. Does supplier have implemented Corrective and preventive Procedure?		
	17. Does the facility Segregate and dispose waste as per local law?		
	18. Does the facility monitor the environmental activities?		
	19. Does the facility have plan for minimum utilization of resource?		
Security	1. Does the vendor perform Background check of his supplier before doing business?		
	2. Does the facility has implemented Access control procedure for employees and visitors?		
	3. Does the facility pre-scan employee before employment and recover identification on termination?		
	4. Do vendor ensure that all procedural security? Do vendor ensure that all merchandise is properly weighed / counted/ documented? Does the cargo driver positively identified before release cargo?		
	5. Does the facility is built to protect unauthorized access (fences /brick wall etc)?		
	6. Does the facility has surveillance system to monitor facility through CCTV and guards? Does the facility has guards, intrusion system (at least) alarm to challenge unauthorized access?		
	7. Does the supplier have arrangement for information Technology security?		
	8. Does your company have a formal training program regarding Security Threat Awareness, Access Control etc? Are employees made aware of smuggling trends, seizures and information on terrorist threats along routes?		
	9. Does the vendor provide security to cargo & loading area and only manifested cargoes are used?		
	10. Are background checks completed on business partners prior to doing business?		

SECTION – C**APPROVAL STATUS**

(To be completed by Hemocare Textiles.)

STATUS: ☐ APPROVED☐ NOT APPROVEDAPPROVAL VALIDITY: ☐ 06 MONTHS☐ 01 YEARS☐ 02 YEARSSUPPLIER REPRESENTATIVE
NAME & SIGNATUREAPPROVED BY:
NAME & SIGNATURE

DATE OF APPROVAL:

NEXT REVIEW DATE: