MALAWI BUREAU OF STANDARDS
CERTIFICATION AND INSPECTORATE DIVISION

Doc.MBS-CID-PR7.2-01-FM-02

INITIAL QUESTIONAIRE FOR FACTORY ASSESSMENT

(Annex to FORM MBS-CID-PR7.2-FM-01 & 02)

- This questionnaire should be completed and returned together with the completed form MBS-CID-PR7.2-FM-01 & 02. It is intended to provide preliminary information relevant to the applicant and his capability to control the quality and continuous conformance of his product to the requirements of the relevant standard

- This document will be used by the Certification body's inspection staff during preliminary visit to the factory as part of the initial inspection.

- Supplements may be included when it is necessary to expand any statement. A separate document should be completed for each factory involved, or variation between factories clearly indicated.

- The statements should relate to the facilities available at the date of completion of this form

- The information given in this document will be treated in the strictest confidence.

  Please answer every question. A response 'Yes' or 'No' is accepted for most of the sections; Negative responses do not disqualify the client's application. If the question is not applicable mark N/A

  Whenever supplements are attached mark in the appropriate circle and mark the appendix number in the square box as shown in the example below.

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A PRELIMINARY INFORMATION ON APPLICATION

Information on the following subjects will furthermore facilitate the processing of the application. Tick the appropriate response where the question so permits.

Date sample is available for evaluation ……..
Type of sample a) Production ☐ b) Prototype ☐
If prototype, when is production schedule? ….....

Has product been tested against the standard? a) ☐ b) No ☐	
If Yes, Please attach report	
Urgency of application: a) Normal ☐ b) Urgent ☐	

B. INFORMATION ON BASIC SYSTEM

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Section 1 Factory organization

Section 2 Materials, components and services

Section 3 Manufactures

Section 4 Quality control and Testing

Section 5 Records and Documentation

SECTION 1: FACTORY ORGANISATION

1.1 Production/Pre-production Paperwork

Please give the following information on basic system

1.1.1 Do you produce against order or for stock? a) Order ☐ b) Stock ☐
1.1.2 Do you use a Works Order or Equivalent? a) Yes ☐ b) No ☐
1.1.3 If yes, does this identify a batch as a separate entity?
1.1.4 Do product and/ or container carry works order identification during manufacture? a) Yes ☐ b) No ☐
1.1.5 If No. How does your system provide for product identification in cases of non-conformances?

1.1.6 Please give any other relevant information on basic system

1.2 Quality Control / Inspection Staff

Please give the following information on factory quality control structure of the Organization

1.2.1	Head of Quality Assurance (designation)
1.2.2	Reporting to:
1.2.3	Is there a separate Quality Control and/or Inspection Department? a) Yes ☐ b) No ☐
1.2.4	If Yes indicate:
1.2.4.1	Head of Inspection if different from 1.2.1
1.2.4.2	Is inspection staff aware of the tests in the relevant standard(s)? Yes ☐ No ☐
1.2.5.1	Are stores personnel or production operators responsible for inspection and test on:
1.2.5.1	Materials? a) Yes ☐ b) No ☐
1.2.5.2	In-process operations? a) Yes ☐ b) No ☐
1.2.5.3	Final product? a) Yes ☐ b) No ☐
1.2.6	If yes to any of the above, are these inspectors monitored by Quality Control staff? a) Yes ☐ b) No ☐
1.2.7	Are quality audit checks carried out? Yes ☐ No ☐ If Yes, by whom? …….
1.2.8	Please give any other information on Quality Control Staff organization.

2.1 Purchase specifications and materials quality assurance

Please give (attach supplement(s) where necessary) :

- Main materials purchased in detail
- Specifications and
- Major suppliers involved.
- Quality checks/test conducted

Please give quality assurance methods adopted on receipt of materials, components including actions taken on rejects.

SECTION 3: MANUFACTURE

3.1 SYSTEM

Please give details of the various steps in manufacture. (A production processes and / or supplement in chart form showing stages may be advantageous.

3.2 EQUIPMENT MAINTENANCE SYSTEM

Describe the maintenance system in operation?

SECTION 4: QUALITY CONTROL AND TESTING

4.1 QUALITY CONTROL SYSTEM

Please give details of the Quality Control System, including sampling plan followed, with particular reference to test in the relevant standard. (A quality control schedule or any supplement cross-reference in 3.1 may be advantageous)

4.2 LIST: TEST EQUIPMENT / INSTRUMENT, GAUGES AND TOOLS FOR QUALITY CONTROL.

TEST EQUIPMENT	MAKER	SYSTEM	FREQUENCY	CALIBRATION CERTIFICATE.

SECTION 5: QUALITY RECORDS AND DOCUMENTATION

5.1 GENERAL

5.1.1 Please indicate the form of master specification in use (i.e drawing, product or part schedule,
or a reference sample etc.)
Please do also indicate the general records available.

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5.1.1.1 Please indicate the system used to amend design or specification

5.2 COMPLIANCE WITH SPECIFICATION

5.2.1 Please indicate the level of defectives found in the last three batches of production. If test in accordance with relevant standards have already been carried out, attach copies of summary of test result if available.

5.2.2 Please indicate the level of claims or complaints made under warranty and/or otherwise. Give this as a percentage of total output.

5.2.3 Have independent test been made on the product against the standard?

a) Yes □ b) No □

5.2.4 If yes, by whom? …….

Please attach copies of test reports if available