

Distributor Quality Assurance Questionnaire

Cole Chemical & Distributing, Inc. is currently ISO 9001 managed and operated, with over 20 years of ISO 9001 certifications. In order to comply with standards set forth in ISO, we must assess our supplier's ability to meet our sub-contractor and quality requirements. This assessment includes Cole's right to audit our supplier's facility to ensure the product and/or services you provide meet both Cole's and our customer's requirements. After completing the form below please mail, or email, along with a copy of your quality manual and literature regarding your company to:

Cole Chemical & Distributing, Inc.
1500 S. Dairy Ashford, Suite 450
Houston, TX 77077

colechem@colechem.com

Company Name: _____

Physical Address: _____
City State Zip

Mailing Address: _____
City State Zip

Remit To Address: _____
City State Zip

Payment Terms: _____ Federal ID#: _____
Dunns#: _____ State Tax #: _____
State: _____

Phone: (800) _____ Phone: _____
Fax: _____ Website: _____

Date Company Established: _____ Date Incorporated: _____

Contacts:

President: _____ Phone: _____
Email: _____ Fax: _____

General Manager: _____ Phone: _____
Email: _____ Fax: _____

Sales Manager: _____ Phone: _____
Email: _____ Fax: _____

Sales Rep: _____ Phone: _____
Email: _____ Fax: _____

Customer Service: _____ Phone: _____
Email: _____ Fax: _____

Accts Receivable: _____ Phone: _____
Email: _____ Fax: _____

Warehouse Mgr: _____ Phone: _____
Email: _____ Fax: _____

Quality Director: _____ Phone: _____
Email: _____ Fax: _____

Environmental Dir: _____ Phone: _____
Email: _____ Fax: _____

Emergency Contact: _____ Phone: _____
Pager: _____ Mobile: _____

Overnight/Wknd Contact: _____ Phone: _____
Pager: _____ Mobile: _____

Other: _____

Legal Structure:

_____ Individual _____ Sole Proprietorship
_____ Partnership _____ Corporation
_____ Joint Venture

Are you M/WBE? _____ Yes (Attach certificate and answer question below)
 _____ No

Please Specify: Woman-owned: _____ / Minority-owned (ethnicity): _____

Geographical Market Capabilities (check all that apply)

_____ Local _____ Regional _____ National _____ International

Please list all warehouse/stocking locations:

Nature of business: Please list Producers represented and brief description of product lines:

Please list other services offered (packaging, transportation, etc.):

1. Do you have a corporate Quality Philosophy?
 Yes (Attach a copy) No

2. Is your facility ISO 9001 certified? Yes (Attach certificate) No

3. If not, do you have documented plans for ISO 9001 certification?
 Yes No

4. What is your target date for certification? _____

5. If you do not have any plans for ISO 9001 certification, do you have a quality program that will meet the needs of customers who are keeping ISO 9001 certification?
 Yes No

6. If reply to #5 is no, how will you be able to perform as a Quality Supplier and meet the needs of Cole Chemical & Distributing, Inc. (Be specific in stating your comments).

7. Procedures/Work Instructions are available and used in the following areas:

	Yes	No
a. Purchasing	_____	_____
b. Receiving	_____	_____
c. Material storage	_____	_____
d. Blending/packaging	_____	_____
e. Maintenance	_____	_____
f. Shipping	_____	_____

8. Compliance with Procedure/Work Instructions is audited and corrective action is taken when noncompliance is detected. Yes No

9. The following records are retained:

	Yes	No
a. Supplier certification inspection records	_____	_____
b. Certificates of analysis/conformance	_____	_____
c. Material storage	_____	_____
d. Internal Audits	_____	_____
e. Supplier Audits	_____	_____
f. Quality Training	_____	_____
g. Any Others not listed above:	_____	_____

10. The inspection and Testing Plan is designed to detect nonconforming material at the earliest practicable point. _____ Yes _____ No

11. Corrective Action is taken as a result of nonconforming material.
_____ Yes _____ No

12. Negative nonconforming material trends are identified and corrected.
_____ Yes _____ No

13. A documented Corrective Action System exists. _____ Yes _____ No

14. Can you trace a drum of the product supplied to Cole Chemical back through your process to a specified lot number, shipment and time frame?
_____ Yes _____ No

15. Do you commingle product? _____ Yes _____ No

16. \$ _____ amount of Product Liability Insurance coverage maintained.
Attach certificate

17. Have you identified the critical variable in your packaging process for the raw materials that we purchase? _____ Yes _____ No

18. Do you have a documented safety program? _____ Yes _____ No

19. Do you have a documented Environmental Program?
_____ Yes _____ No

20. Do you have an emergency response spill contingency plan?
_____ Yes _____ No

21. Do you have a procedure for segregating incoming raw materials until you have determined that they are acceptable? _____ Yes _____ No

22. Are you implementing responsible distribution procedures?
 Yes No
23. Have you implemented a responsible container management program?
 Yes No
24. Do you have documented sampling and testing procedures for incoming bulk shipments prior to drumming? Yes No
25. Do you have a quality manual?
 Yes (Please attach copy) No
26. How long are samples retained from incoming bulk tank trucks and/or railcars:

27. Does the company have a drug program implanted? Yes No
28. Do you have an approved carrier list where you select carriers evaluated on performance, safety, and compliance with DOT regulations?
 Yes No

Comments: _____

Please list a minimum of three company references:

<u>Company</u>	<u>Contact</u>	<u>Address</u>	<u>Email</u>	<u>Phone</u>	<u>Fax</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

******* DO NOT WRITE BELOW THIS LINE FOR INTERNAL USE ONLY *******

Approved By: _____	Date: _____
Not Approved By: _____	Date: _____
Entered in Computer By: _____	Date: _____
Date Information added to the Meeting Minutes: _____	Date: _____
Copy in Quality Questionnaire Book: _____	Date: _____
New Vendor Requirement Letter sent by: _____	Date: _____