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| **Scope:**  | This checklist is intended for the evaluation of suppliers providing:* Service centers for Nautel products
* Transmitter site installation services
* Any other service
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| **Item** | ***Please fill in this form electronically*** | **Yes** | **No** | **Enter Information or Comments**  |
| --- | --- | --- | --- | --- |
| **1.0** | **Administrative** (All Vendor Types)***(Do not fill in shaded areas)*** |
| 1.1  | Date of completion: |  |  |  |
| 1.2 | Company Name and Address: |  |  |  |
| 1.3 | Phone Number: |  |  |  |
| 1.4 | Products or Services Offered: |  |  |  |
| 1.5 | Website: |  |  |  |
| 1.6 | DUNS Number (if available): |  |  |  |
| 1.7 | Person Completing Evaluation: |  |  | Name: Title: E-mail Address: |
| 1.8 | Quality Assurance Representative:(If applicable) |  |  | Name: Title: E-mail Address: |
| 1.9 | Identify the Company Ownership (public/Private)Structure (Division of…..) |  |  | Ownership:Structure: |
| 1.10 | Is this a Canadian Company? If not identify which Country |  |  | Country: |

| **Item** |  | **Yes** | **No** | **Enter Information or Comments**  |
| --- | --- | --- | --- | --- |
| **2.0**  | **General** (All Vendor Types) (Fill in for the facility that will service Nautel)  |
| 2.1 | Area in Square feet:  |  |  | Office:Service:Warehouse (Distribution):Other Facilities (Test Sites etc.):Owned or Leased: |
| 2.2 | Number of Personnel:Sales: Service:Quality: Procurement: Admin: Warehouse: |  |  | Total:  |
| 2.3 | What Percentage of Work is: |  |  | Government:Commercial:Other: |
| 2.4 | Please provide 3 Customer References (Name and Contact) |  |  | 1)2) 3) |
| 2.5 | Is the company registered to an International Quality System standard?(*ISO9001, ISO14001, etc.*): |  |  | Please attach certificate  |
| **Skip to applicable supplier type section** |

| **Item** |  | **Yes**  | **No** | **Enter Information or Comments** |
| --- | --- | --- | --- | --- |
| **3.0** | **Service Centers**  |
| 3.1 | Where do you obtain the latest design information to support Nautel products? |  |  |  |
| 3.2 | Do you substitute parts or materials when the original design is not available? |  |  |  |
| 3.3 | Do you have access to Nautel product manuals? |  |  |  |
| 3.4 | Do you have access to ASME Y 14.5 for the interpretation of Nautel drawings? |  |  |  |
| 3.5 | Do you make any changes to the product during services? If yes, according to what document |  |  |  |
| 3.6 | Do you retain troubleshooting, repair and retest data for 3 years?  |  |  |  |
| 3.7 | Are your electrical test and troubleshooting equipment under calibration control? |  |  |  |
| 3.8 | Where do you procure your electronic components?  |  |  |  |
| 3.9 | How do you ensure that you have the latest design information? |  |  |  |
| 3.10 | How do you ensure that you have the latest test procedures |  |  |  |
| 3.11 | Do you use any refurbished or used or repaired materials during servicing? |  |  |  |
| 3.12 | How do you identify items coming in for repair and items that have successfully passed through the repair cycle? |  |  |  |
| 3.13 | Do you observe ESD precautions per IPC-A-610? |  |  |  |
| 3.14 | Does your solder, assembly and wire harness workmanship meet IPC-A610 and IPC-A-620? |  |  |  |
| 3.15 | Are all your staff trained in soldering and in ESD protection? |  |  |  |
| 3.16 | Do you check your soldering iron tips for voltage and resistance to ground? |  |  |  |
| 3.17 | Do you package repaired assemblies in static shielding bags? |  |  |  |
| 3.18 | Are your staff trained for WHIMIS/GHS?  |  |  |  |
| 3.19 | Are your staff trained for electrical lock out of transmitters? |  |  |  |
| 3.20 | Do you have staff that are trained for first aid?  |  |  |  |
| 3.21 | Any other relevant comments |  |  |  |

| **Item** |  | **Yes** | **No** | **Enter Information or Comments** |
| --- | --- | --- | --- | --- |
| **4.0** | **Site Installation Services**  |
| 4.1 | Is there a statement of work that describes the site installation tasks? |  |  |  |
| 4.2 | Do you have access to ASME Y 14.5 for the interpretation of Nautel drawings? |  |  |  |
| 4.3 | Do you maintain document control over the drawings and specifications provided by Nautel? |  |  |  |
| 4.4 | Are all staff/contractors trained in the transmitter installation process? |  |  |  |
| 4.5 | Are your electrical test and troubleshooting equipment under calibration control? |  |  |  |
| 4.6 | Are your torque wrenches under calibration control?  |  |  |  |
| 4.7 | Are records kept of any marked-up drawings and of the site acceptance test certificate?  |  |  |  |
| 4.8 | Do you have Liability insurance? If yes, please state value |  |  |  |
| 4.9 | Are you registered and in good standing with the workers compensation board of the applicable country the transmitter will be installed in.  |  |  |  |
| 4.10 | Do applicable staff have the following training or certification?Fall arrest Scissor lift * Forklift
* Confined space
* Electrical Lock out
* First Aid
* WHIMIS/GHS
 |  |  |  |
| 4.11 | Any other relevant comments |  |  |  |

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| **5.0** | **Quality Management System** (Applicable to all Service types) **If your organization is ISO9001 / AS9100 / ISO14001 certified, please return a copy of your current certificate(s) with this questionnaire.** |

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| **6.0**  | **Vendor Approval** (For internal Nautel use) |
| 6.1 | Vendor Approval Notes / Restrictions  |  |  | Place in Unipoint Vendor Approval Record. |