

**Transnet Engineering
Vendor On-Boarding Questionnaire**



Document Number: N-OPS_SHEQ_KLP_Due Diligence Checklist
Revision: 00

Company Name:		Evaluation Date :	
Name of person completing this questionnaire:		Position :	
Physical Address:		Personal Protective Equipment (PPE) Category Tendered For:	

Section	Serial	Questions	Answer from the drop-down list	Score	Remarks/Comments
Infrastructure & Facilities	1,1	Does the Bidder have its own premises, where its Personal Protective Equipment (PPE) are managed for supply and distribution to TE Manufacturing Plants?	Choose from drop-down list	0	
	1,2	Does the warehousing/storage facility have functional and serviceable fire, security and theft protection?	Choose from drop-down list	0	
	1,3	Does the Bidder have premises or close proximity to the TE delivery sites?	Choose from drop-down list	0	
Documentation	2,1	Does the Bidder have a documented Quality Policy?	Choose from drop-down list	0	
	2,2	Does the Bidder have a documented Document & Records Control Procedure?	Choose from drop-down list	0	
	2,3	Does the Bidder have a documented Nonconforming Product Control Procedure?	Choose from drop-down list	0	
	2,4	Does the Bidder have a documented Corrective Action Procedure?	Choose from drop-down list	0	
	2,5	Does the Bidder have a documented Quality Control Plan/s?	Choose from drop-down list	0	
	2,6	Has the Bidder supplied Personal Protective Equipment (PPE) to Transnet before?	Choose from drop-down list	0	
	2,7	Has the Bidder scrutinised the specification and clearly understood the Personal Protective Equipment (PPE) requirements?	Choose from drop-down list	0	
	2,8	Does the Bidder understand relevant Standards i.e. SABS, EN etc. for the supply of Personal Protective Equipment (PPE)?	Choose from drop-down list	0	
	2,9	Can all specified requirements be adhered to?	Choose from drop-down list	0	
	2,10	Are all the Personal Protective Equipment (PPE) samples assessed or tested by the Bidder, to ensure these products meet all the technical requirements of the Transnet approved specifications? Samples need to be made available to TE during site visit to the Bidder premises. The quantity/Number of samples required is per each item as listed on each PPE Category specification.	Choose from drop-down list	0	
Non-conformance process	3,1	Does the Bidder identify and control the non-conforming product to prevent its unintended use?	Choose from drop-down list	0	
	3,2	Does the Bidder conduct root cause analysis to determine what caused the defect/non-conformance?	Choose from drop-down list	0	
	3,3	Does the Bidder implement corrective action to eliminate the non-conformance related to Personal Protective Equipment (PPE)?	Choose from drop-down list	0	
Contingency Planning	4,1	Does the Bidder have contingency plans for delivery/supply of Personal Protective Equipment (PPE)?	Choose from drop-down list	0	
	4,2	Will the Bidder be able to work out of normal operating hours to meet Transnet Personal Protective Equipment (PPE) delivery requirements?	Choose from drop-down list	0	
	4,3	Does the Bidder have standby capacity?	Choose from drop-down list	0	
Total Score Points				210	
Actual Score Points (Qty)				0	
Actual Score (%) Minimum Threshold (70%)				0,00%	

Please provide TE with documents listed below together with the submission:
 Quality Policy
 Document & Records Control Procedure
 Nonconforming Product Control Procedure
 Corrective Action Procedure
 Quality Control Plan/s

Business	Name & Surname	Signature	Date
SHEQ - Corporate Quality			
SHEQ - Corporate Safety			
Supply Management			
Logistics Management			
Governance			
Supplier			