



Exploration & Production

GENERAL SPECIFICATION

PIPING VALVES VESSELS

GS PVV 923

**Vendor quality assurance questionnaire
Pressure vessels and heat exchangers**

01	10/03	Change of Group name and logo
00	07/01	First issue
Rev.	Date	Notes



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Part 1

Name of the Manufacturer:

Date of the QA audit:

Name of the COMPANY representative who has performed the QA audit:

Description of the QA system

This part may be filled-in in advance by the Manufacturer prior to the QA audit, with the exception of the comments which shall be written by the COMPANY representative during his audit.

All systems described herein are meant to be in-house systems only and to be fully implemented, which the COMPANY representative in charge of the audit is primarily due to check during his visit.



1. Quality assurance system

1. Manager and/or Supervisors of Quality Assurance:

Name _____ Title _____

2. The Quality Assurance Organization Reports To:

Name _____ Title _____

System functions	YES	NO	Comments
3. Does the Manufacturer or Supplier hold any ASME certificates of authorization for Code Work? If so, attach copies to this questionnaire.			
4. Does this facility have a Quality Assurance Manual?			
5. Is the Manual approved by Top Management?			
6. Are the records of the Q.A. Departments reviewed periodically by Top Management?			
7. Are the system and the manual both audited periodically by Top Management?			
8. Does this manual contain procedures for the following:			
a) Quality Planning			
b) Manufacturing Operation Control			
c) Drawing, Documentation & Engineering Control			
d) Vendor Quality Assurance Surveillance			
e) Procurement Control			
f) Receiving Inspection			
g) In Process and Final Inspection			
h) Non Destructive Testing			
i) Verification and Identification of Materials			
j) Non-Conforming Materials			
k) Internal Quality Audits			
l) Corrective Action			



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System functions	YES	NO	Comments
m) Calibration of Measuring and Testing Equipment			
n) Welding Control			
o) Welder and Welding operator control			
p) Storage and drying of welding consumables			
q) Heat Treatment operations			
r) Storage, Cleaning, Packaging and Shipping			
9. Who is responsible for analyzing complaints and Non-Conformance?			

Comments of the COMPANY Representative on this particular section:



2. Engineering control

System functions	YES	NO	Comments
1. Are procedures and controls adequate to insure that the latest drawings, order changes and specifications are used by the Production and Inspection Departments?			
2. Are records maintained which reflect a history of the changes?			
3. Are obsolete or inappropriate drawings or specifications in use by production or inspection department personnel?			
4. Are NDE symbols reflected on the fabrication drawings?			
5. If NDE symbols are not reflected on the fabrication drawings, is a NDE symbol map or general note provided for reference?			
6. Are "approved for construction" drawings being reviewed by proper inspecting authorities?			

Comments of the COMPANY Representative on this particular section:



3. Procurement practices

System functions	YES	NO	Comments
1. Are there procedures for the evaluation and approval of new material and/or fabrication sources?			
2. Is there a written approved sources list?			
3. Does Quality Assurance review all purchase orders?			
4. Does Quality Assurance audit approved sources on a regular basis?			
5. Are inspection records used to evaluate Suppliers?			

Comments of the COMPANY Representative on this particular section:

4. Inspection procedures

System functions	YES	NO	Comments
1. Are inspection operations performed in accordance with approved written instructions?			
2. Does the Receiving Inspector check incoming material to the purchase order, specifications and/or drawings requirements?			
3. Are mill reports, NDE reports or certificates reviewed for compliance?			
4. Are reports, certificates and other material documents retrievable by customer order number?			
5. Are discrepancies reflected in receiving records?			
6. Are materials tagged and identified as Accepted, Rejected, or Non-conforming?			
7. Are non-conforming and rejected materials adequately controlled?			
8. Are written instructions available to in-process inspectors at their work station?			
9. Are in-process inspections documented to give the inspection status of the material?			
10. Are process or routing sheets, or "travelers" used?			
11. Are they adequate and properly filled out?			
12. Are records maintained attesting to the results of final inspection and/or testing?			
13. Do they reflect actual values obtained?			

Comments of the COMPANY Representative on this particular section:



5. Material handling and storage

System functions	YES	NO	Comments
1. Are non-conforming materials stored in a specific "quarantine" area?			
2. Is material segregated by alloy or grade?			
3. Is material adequately identified and segregated to preclude mixing of different heat or lot numbers?			
4. Are heat numbers and/or lot numbers traceable to all documentation?			
5. Are adequate precautions maintained to prevent damage, contamination or loss of identity?			
6. Are stored materials monitored for deterioration?			
7. Is "good housekeeping" maintained in manufacturing areas?			

Comments of the COMPANY Representative on this particular section:

6. Non-destructive examination and destructive testing

System Functions	YES	NO	Comments
1. What testing capabilities are available? • Ultrasonic • Magnetic Particle • Liquid Penetrant • Gamma-Ray • X-Ray • Eddy Current • Other (specify)			
2. Are written and approved procedures available to operators?			
3. In accordance with what specifications?			
4. Are operators trained and qualified to the Recommended Practice of the Society for Non-destructive Testing, SNT-TC-1A or equivalent programs? (Enter Name)			
5. What inspector level are operators qualified for? • Level 1 • Level 2 • Level 3			
6. Are the following destructive test methods conducted at the plant: • Tensile • Bends • Charpy V Notch • Hardness (specify type) • Others (specify)			
7. Are the required test standards for destructive tests current and available for reference?			

Comments of the COMPANY Representative on this particular section:



7. Tool and gage control

System Functions	YES	NO	Comments
1. Are tools and gages permanently identified?			
2. Are they calibrated on a regular basis?			
3. Are adequate calibration records maintained?			

Comments of the COMPANY Representative on this particular section:



8. Welding standards

System functions	YES	NO	Comments
1. Is welding performed at the facility?			
2. To what standard or standards is welding performed?			
3. Are welding procedures and welder qualifications available?			
4. Are specific welding procedures relating to each particular work available at each welder or operator work station?			
5. Are welders or welding operators qualified in accordance with the ASME Section IX ? Other? (Specify)			

Comments of the COMPANY Representative on this particular section:



9. Non conforming material control

System Functions	YES	NO	Comments
1. Are there adequate written procedures to cover non-conforming materials?			
2. Do the procedures provide for: a) Record maintenance? b) Corrective action? c) Repetitive discrepancy review? d) Control of scrap?			
3. Is an adequate system in effect to investigate, control and correct customer complaints and materials returned for non-conformance or defective quality?			

Comments of the COMPANY Representative on this particular section:



10. Corrective action

System functions	YES	NO	Comments
1. Does an adequate corrective action system exist?			
2. Is corrective action initiated when an unsatisfactory trend is indicated?			
3. Are defective products and related documents analyzed to determine the cause and extent of the condition?			
4. Is there a follow-up system of control and management review on corrective action taken?			

Comments of the COMPANY Representative on this particular section:



Part 2

Name of the Manufacturer:

Date of the QA audit:

Name of the COMPANY representative who has performed the QA audit:

General comments

(This part must be filled-in exclusively by the COMPANY representative who has performed the QA audit)



General comments of the COMPANY representative, based on spot checks carried-out during the audit:

Audit performed by:

Date:

Signature: