

Qualification of Suppliers

Questionnaire

Classes of Supply of Products or Equipment

Should any discrepancy occur between the Portuguese and English version of this document the Portuguese version shall prevail

January 2011

AIM & SCOPE

This questionnaire is intended to inform the process of qualification of suppliers for one or more of the product or equipment supply classes, in accordance with the Technical Specifications for the Qualifications and Evaluation of Suppliers (ET-0012).

Notes: All information provided in response to the questionnaire must be documented according to the instructions given in each point.

A. IDENTIFICATION OF COMPANY

A.1. Company name:

A.2. Address (registered Office):

A.3. Telephone:

A.4. Fax:

A.5. E-mail:

A.6. Contact person:

A.6.1. Job title:

A.7. Person responsible for the Quality area:

A.8. Person responsible for the Environmental area:

A.9. Person responsible for the Safety area:

A.10. Area and location of the company's manufacturing plants:

A.11. Other premises:

A.12. Market area:

A.13. List of main clients:

(present list in Annex A)

A.14. Identification of the Code/Name of Supply Classes being applied for:

A.15. Persons empowered to bind the company:

B. SUPPLY

B.1. Identification of the main suppliers of raw materials, materials, components and semi-finished items incorporated into the manufacture of the Products:

(complete Table B1 in Annex B)

B.1.1. Are these supplies monitored? Yes ___ No ___

If you answered “Yes” in B.1.1, present:

B.1.1.1. Inspection and testing plans, procedures and specifications.

(present documents in Annex B)

B.2. Qualification and evaluation criteria for suppliers of raw materials, materials, components and semi-finished items incorporated into the manufacture of the Products:

B.2.1. Are the supplier qualification criteria defined? Yes ___ No ___

If you answered “Yes” in B.2.1, present:

B.2.1.1. Supplier qualification procedures.

(present documents in Annex B)

B.2.2. Is a systematic evaluation carried out of supplies or suppliers? Yes ___ No ___

If you answered “Yes” in B.2.2, present:

B.2.2.1. Supply or supplier evaluation procedures;

(present documents in Annex B)

B.2.2.2. Frequency of supplier evaluation (explain)

C. ECONOMIC AND FINANCIAL CAPACITY

C.1. Submit the following documents:

Annual Report and Accounts (for last 3 years);

(present document in Annex C)

- IES (simplified corporate information) for last 3 years;

(present document in Annex C)

- Documentary evidence that no Social Security contributions are owed;

(present document in Annex C)

- Documentary evidence that no taxes are owed to the Portuguese State or the State of origin (manufacturer and representative).

(present document in Annex C)

If it is not possible to present the abovementioned document, the following items are requested instead:

- Share Capital:

(present document in Annex C)

- Balance Sheet;

(present document in Annex C)

- Profit & Loss Account.

(present document in Annex C)

C.2. Documentary evidence that the company is not bankrupt.

(present document in Annex C)

D. TECHNICAL PERFORMANCE

D.1. Operational resources:

D.1.1. Human Resources:

Indicate:

D.1.1.1. List of technical staff qualified for the activities involved in the classes of supply for which you are applying, indicating their basic training, professional experience and contractual relationship.

(complete Table D1 in Annex D)

D.1.2. Material Resources:

Indicate:

D.1.2.1. For each supply class for which you are applying, a list of main activities, material resources and specific equipment used, mentioning where appropriate the frequency of inspection/checks/calibration.

(complete Table D2 in Annex D)

D.2. New product development programs:

D.2.1. Are there any new product development programs? Yes ___ No ___

If you answered "Yes" in D.2.1, present:

D.2.1.1. Program details, identifying their technical, operational and commercial characteristics.

(present documents in Annex D)

D.3. Product Technical Characteristics, Production Range and Catalogues:

Present:

D.3.1. Technical Specifications, catalogues and other applicable technical and commercial documentation;

(present documents in Annex D)

D.3.2. Improvements and technical innovation for the products in the Supply Classes that you are applying for.

(present documents in Annex D)

D.4. National and international codes, standards and legislation applicable to products:

D.4.1 Lists of relevant standards and legislation;

(present list in Annex D)

D.4.2 Procedures showing the updating of relevant standards and legislation.

(present documents in Annex D)

D. TECHNICAL PERFORMANCE

D.5. Company structure:

Present:

D.5.1 General staffing chart of the company by sector, identifying the managers, and detailing the areas allocated to the supply classes for which you are applying;

(present document in Annex D)

D.5.2 Description of the duties of the managers, by class of supply for which you are applying (in detail):

D.5.3 Academic qualifications and professional experience of senior managers in the activities of the supply classes for which you are applying.

(present list in Annex D)

D.6. Main supplies made in the last 3 years:

Indicate:

D.6.1 Main clients and supplies made in the last 3 years relevant to the classes of supply for which you are applying.

(complete Table D3 in Annex D)

E. SALES & AFTER-SALES SERVICE

E.1. Tradename of Product:

Present:

E.1.1 Detailed list indicating the products to be supplied within the classes of supply being applied for, mentioning any certification by recognized bodies, as applicable;

(present list in Annex E)

E.1.2 Extract from the register of companies;

(present relevant documents in Annex E)

E.1.3 Certificates/licences/accreditations and authorisations the company holds;

(present relevant documents in Annex E)

E.1.4 Declaration of exclusive representative of the manufacturer of the product (as applicable).

(present documents in Annex E)

E.2. Sales Conditions for Product:

Indicate:

E.2.1 Specific procedures and other related documents;

(present documents in Annex E)

E.2.2 Any commercial conditions related to delivery deadlines (describe):

E. SALES & AFTER-SALES SERVICE

E.3. Capacity of After Sales Service:

Present:

E.3.1 After-sales service procedures.

(present documents in Annex E)

E.4. Diagnostic fault-finding equipment:

Indicate (if applicable):

E.4.1. Procedures, Instructions and Technical Specifications.

(present documents in Annex E)

E.5. Technical and commercial warranties for products:

Present:

E.5.1 Description of technical and commercial warranties for equipment and materials in the supply classes for which you are applying.

(present documents in Annex E)

E.6. Ability to provide training for the client's technicians:

Indicate:

E.6.1 Training / awareness activities expected relating to the products or services supplied, as applicable:

E.7. Product production and storage capacity:

Indicate:

E.7.1 Procedures in place for temporary storage of products at works and at the client's premises;

(present documents in Annex E)

E.7.2 Annual production capacity, anticipated deadlines and stocks for each product.

(complete Table E1 in Annex E)

F. HEALTH & SAFETY

F.1. Does the Company have a department responsible for the area of Safety? Yes ___ No ___

If you answered "Yes" in F.1, indicate:

F.1.1. Who is this department responsible to?

R: Board of Directors ___

General manager ___

Other. Indicate who: _____

F.2. Is the Company's Safety Management System certified? Yes ___ No ___

If you answered "Yes" in F.2, indicate:

F.2.1. Scope of certification, certifying body and certification standard;

(present copy of certificate in Annex F)

If you answered "No" in F.2, indicate:

F.2.2. Does the Company use a Safety Management System (SMS)? Yes ___ No ___

(If you answered "Yes", present the implementation plan in Annex F, referring to the standard on which the SMS is based)

F.3. Company organization in terms of Hygiene, Health and Safety at Work – HHSW (in detail):

F.4. Does the company have an Occupational Health department? Yes ___ No ___

If you answered "Yes" in F.4, indicate:

F.4.1. Its human and technical resources;

F.4.2. The type of services offered.

e.g. pre-employment and periodic medical examinations,...)

F.5. Safety Policy and Hygiene, Health and Safety at Work Handbook.

(present documents in Annex F)

F.6. Prevention and safety at work regulations.

(present documents in Annex F)

F.7. Human Resources and Equipment allocated to the area of Safety.

(complete Table F1 in Annex F)

F.8. Are accidents recorded? Yes ___ No ___

If you answered "Yes" in E.8, show evidence:

F.8.1. Accident rates in the last 3 years.

(present documents in Annex F)

F.9. Periodic Reporting on Prevention & Safety activities.

(present document in Annex F)

F.10. Training/Awareness Programs in Hygiene, Health & Safety at Work conducted for employees in the last 2 years.

(present list in Annex F)

G. QUALIFICATION OF PRODUCT/SERVICE

G.1. Product Specifications:

Present:

G.1.1. Technical specifications for the products in the classes of supply being applied for.

(present documents in Annex G)

G.2. Quality Control, Inspection & Testing Plans (ITP):

Present:

G.2.1. Procedures and specifications related to quality control.

(present documents in Annex G)

G.2.2 Quality Plans relating to the product's manufacturing process;

(present documents in Annex G)

G.2.3. Inspection and Type Testing Plans for the control of each phase of the production process;

(present documents in Annex G)

G.2.4. Identification of human resources and description of the material resources allocated to the conducting of inspection and testing plans;

(present list in Annex G)

G.2.5 Inventory of Measurement and Monitoring Equipment (MME) and calibration plans.

(present documents in Annex G)

G.3. Identification and traceability of the Products in the various phases of production (review, verification & validation)

G.3.1 Procedures for identification and guarantee of the product's traceability.

(present documents in Annex G)

G.4. Specific procedures related to special manufacturing processes;

Present (if applicable):

G.4.1. Full description of procedures, instructions and specifications.

(present documents in Annex G)

H. QUALITY

H.1. Does the Company have a department responsible for the area of Quality? Yes ___ No ___

If you answered "Yes" in H.1, indicate:

H.1.1. Human resources, functions and training, of the personnel in this department;

(complete Table H1 in Annex H)

H.1.2. Who is this department responsible to? R: Board of Directors ___
General manager ___
Other. Indicate who? _____

H.2. Is the Company's Quality Management System certified? Yes ___ No ___

If you answered "Yes" in H.2, indicate:

H.2.1. Scope of certification, certifying body and certification standard;

(present copy of certificate in Annex H)

If you answered "No" in H.2, indicate:

H.2.2. Does the Company use a Quality Management System (QMS)? Yes ___ No ___

(If you answered "Yes", present the implementation plan in Annex H, referring to the standard on which the QMS is based)

H.3. Statement of Quality Policy and Quality Handbook.

(present documents in Annex H)

I. ENVIRONMENT

I.1. Does the Company have a department responsible for Environmental issues? Yes ___ No ___

If you answered "Yes" in I.1, indicate:

I.1.1. Human resources, functions and training, of the personnel in this department;

(complete Table I1 in Annex I)

I.1.2. Who is this department responsible to? R: Board of Directors ___

General Manager ___

Other. Indicate who: _____

I.2. Is the Company's Environment Management System certified? Yes ___ No ___

If you answered "Yes" in I.2, indicate:

I.2.1. Scope of certification, certifying body and certification standard;

(present copy of certificate in Annex I)

If you answered "No" in I.2, indicate:

I.2.2. Does the Company use an Environment Management System (EMS)? Yes ___ No ___

(If you answered "Yes", present the implementation plan in Annex I, referring to the standard on which the EMS is based)

I.3. Statement of Environment Policy and Environment Management System Handbook.

(present documents in Annex I)

ANNEXES	DESCRIPTION
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ANNEX A	List of main clients.
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ANNEX B	<p>Documents concerning Supply:</p> <ul style="list-style-type: none"> – Table B1 (List of suppliers of raw materials, materials, components and semi-finished items incorporated into the manufacture of the Products); – Inspection and testing plans, procedures and specifications relating to the monitoring and evaluation of supplies; – Procedures associated with the qualification and evaluation criteria for supplies or suppliers.
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ANNEX C	<p>Economic & Financial Data (must contain the following documents):</p> <ul style="list-style-type: none"> – Annual Report and Accounts for last 3 years; – IES (simplified corporate information) for last 3 years; – Documentary evidence that no Social Security contributions are owed; – Documentary evidence that no taxes are owed to the Portuguese State or the State of origin (manufacturer and representative). – Documentary evidence that the company is not bankrupt.
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ANNEX D	<p>Documents concerning Technical Performance:</p> <ul style="list-style-type: none"> – Table D1 (Human Resources allocated to the Supply Classes): <ul style="list-style-type: none"> o List of personnel qualified for the activities; o List of technical staff allocated to the Provision of Services, with indication of training, qualifications and experience; – Table D2 (Material resources allocated to the Supply Classes); – New product development programs; – Technical Specifications, catalogues and other technical and commercial documentation concerning the product characteristics and production range; – Lists of relevant standards and legislation; – Procedures showing the updating of relevant standards and legislation; – General and sectoral corporate organisation chart with identification of senior managers; – Academic Qualifications & Professional CVs of Senior Personnel; – Table D3 (Supplies conducted within the classes of supply – List of references).
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ANNEXES	DESCRIPTION
ANNEX E	<p>Documents relating to Sales & After Sales Service</p> <ul style="list-style-type: none"> – Detailed list indicating the products being applied for, mentioning qualification/certification by recognized bodies, as applicable; – Extract from the register of companies; – Certificates/licences/accreditations and authorisations the company holds; – Declaration of exclusive representative of the manufacturer of the product (as applicable); – Procedures or other documents relating to sales conditions for product; – After-sales service procedures. – Procedures, Instructions and Technical Specifications associated with diagnostic fault-finding equipment (as applicable); – Description of technical and commercial Warranties for materials or equipment; – Procedures in place for temporary storage; – Table E1 (Annual production capacity, anticipated deadlines and stocks for each product).
ANNEX F	<p>Documents relating to the HHSW System - Hygiene, Health and Safety at Work:</p> <ul style="list-style-type: none"> – Safety System Certificates; – Statement of Safety Policy; – Health & Safety Handbook; – Prevention and safety at work regulations; – Table F1 (Human resources and materials allocated to the area of safety); – Accident rates; – Periodic report on Prevention & Safety activities; – List of HHSW training/awareness activities in the last 2 years.
ANNEX G	<p>Documents relating to Product Qualification:</p> <ul style="list-style-type: none"> – Procedures, instructions & associated technical specifications for the products; – Procedures and technical specifications for quality control; – Quality Plans relating to the product's manufacturing process; – Inspection and Type Testing Plans for the control of each phase of the production process; – List of personnel and description of the material resources allocated to the conducting of inspection and testing plans; – Inventory of Measurement and Monitoring Equipment (MME) and calibration plans. – Procedures for identification and guarantee of product traceability; – Procedures, instructions & technical specifications associated with special manufacturing processes (if applicable).

ANNEXES	DESCRIPTION
ANNEX H	<p>Documents relating to the QMS - Quality Management System:</p> <ul style="list-style-type: none"> – Table H1 (Human resources allocated to Quality area); – Quality Management System Certificates; – Implementation Plan for the Quality Management System (if applicable); – Statement of Quality Policy; – Quality Handbook.
ANNEX I	<p>Documents relating to the EMS – Environment Management System:</p> <ul style="list-style-type: none"> – Table I1 (Human resources allocated to Environment area); – Environment Management System Certificates; – Implementation Plan for the Environment Management System (if applicable); – Statement of Environmental Policy; – Environmental Management Handbook.

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ANNEX A – IDENTIFICATION OF COMPANY

List of main clients.

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ANNEX B – SUPPLY

Documents concerning Supply:

- Table B1 (List of suppliers of raw materials, materials, components and semi-finished items incorporated into the manufacture of the Products):
- Inspection and testing plans, procedures and specifications relating to the monitoring and evaluation of supplies;
- Procedures associated with the qualification and evaluation criteria for supplies or suppliers.

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QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT

IP-005
Issue: 6
Date: 2011-01-05

TABLE B1 – LIST OF SUPPLIERS OF RAW MATERIALS, MATERIALS, COMPONENTS AND SEMI-FINISHED ITEMS
INCORPORATED INTO THE MANUFACTURE OF THE PRODUCTS

SUPPLIER	PRODUCT/EQUIPMENT SUPPLIED OR SERVICES RENDERED	QUALIFIED SUPPLIER		SUPPLIER SUBJECT TO EVALUATION	
		Yes	No	Yes	No

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ANNEX C - ECONOMIC AND FINANCIAL CAPACITY

Economic & Financial Data (must contain the following documents):

- Annual Report and Accounts for last 3 years;
- IES (simplified corporate information) for last 3 years;
- Documentary evidence that no Social Security contributions are owed;
- Documentary evidence that no taxes are owed to the Portuguese State or the State of origin (manufacturer and representative).
- Documentary evidence that the company is not bankrupt.

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ANNEX D – TECHNICAL PERFORMANCE

Documents concerning Technical Performance:

- Table D1 (Human Resources allocated to the Supply Classes):
 - o List of personnel qualified for the activity;
 - o List of technical staff allocated to the Provision of Services, with indication of training, qualifications and experience;
- Table D2 (Material resources allocated to the Supply Classes);
- New product development programs;
- Technical Specifications, catalogues and other technical and commercial documentation concerning the product technical characteristics and production range;
- Lists of relevant standards and legislation;
- Procedures showing the updating of relevant standards and legislation;
- General and sectoral corporate organisation chart with identification of senior managers;
- Academic Qualifications & Professional CVs of Senior Personnel;
- Table D3 (Supplies conducted within the classes of supply – List of references).

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QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT

IP-005
Issue: 6
Date: 2011-01-05

TABLE D1 - HUMAN RESOURCES ALLOCATED TO THE SUPPLY CLASSES

IDENTIFICATION OF EMPLOYEE	AREA OF COMPANY (DEPARTMENT/ SECTOR)	FUNCTION / ACTIVITY	CONTRACTUAL RELATIONSHIP (1)			BASIC TRAINING (2)				No. YEARS PROFESSIONAL EXPERIENCE IN FUNCTION
			Q	L	S	G	B	S	O	

- (1) Q – Staff; L – Freelance; S – Subcontracted.
(2) G – Graduate; B – Baccalaureate; S – Secondary School; O – Other.

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QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT

IP-005
Issue: 6
Date: 2011-01-05

TABLE D2 - MATERIAL RESOURCES ALLOCATED TO THE SUPPLY CLASSES
(INCLUDING MEASURING & MONITORING EQUIPMENT WHEN APPLICABLE)

NAME OF SUPPLY CLASS	IDENTIFICATION OF ACTIVITIES	IDENTIFICATION OF MATERIAL RESOURCES & SPECIFIC EQUIPMENT USED	FREQUENCY OF INSPECTION/ VERIFICATION/CALIBRATION (WHEN APPLICABLE)	OBSERVATIONS

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QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT

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TABLE D3 - SUPPLIES CONDUCTED WITHIN THE CLASSES OF SUPPLY (LIST OF REFERENCES)

CLIENT	DESCRIPTION OF SUPPLY	VALUE (THOUSANDS OF EUROS)	YEAR	CLASS OF SUPPLY

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ANNEX E - SALES & AFTER-SALES SERVICE

Documents relating to Sales & After Sales Service

- Detailed list indicating the products being applied for, mentioning qualification/certification by recognized bodies, as applicable;
- Extract from the register of companies;
- Certificates/licences/accreditations and authorisations the company holds;
- Declaration of the exclusive representative of the manufacturer of the product (as applicable).
- Procedures or other documents relating to sales conditions for product;
- After-sales service procedures.
- Procedures, Instructions and Technical Specifications associated with diagnostic fault-finding equipment (as applicable);
- Description of technical and commercial warranties for materials or equipment;
- Procedures in place for temporary storage;
- Table E1 (Annual production capacity, anticipated deadlines and stocks for each product).

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**QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT**

IP-005
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**TABLE E1 – ANNUAL PRODUCTION CAPACITY, ANTICIPATED DELIVERY DEADLINES AND STOCKS
FOR EACH PRODUCT**

CLASS OF SUPPLY	PRODUCT DESCRIPTION (RANGE)	ANNUAL PRODUCTION CAPACITY		AVERAGE ANNUAL STOCKS		AVERAGE DELIVERY DEADLINES (WEEKS)
		PRODUCTION/YEAR	UNIT	STOCKS/YEAR	UNIT	

Unit – Unit of measurement (Ton, Km, Unit, ...)

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ANNEX F - HEALTH & SAFETY

Documents relating to the HHSW System - Hygiene, Health and Safety at Work:

- Safety System Certificates;
- Statement of Safety Policy;
- Health & Safety Handbook;
- Prevention and safety at work regulations;
- Table F1 (Human resources and materials allocated to the area of safety);
- Accident rates;
- Periodic report on Prevention & Safety activities;
- List of HHSW training/awareness activities in the last 2 years.

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QUALIFICATION OF SUPPLIERS
QUESTIONNAIRE – CLASSES OF SUPPLY OF PRODUCTS OR EQUIPMENT

IP-005
Issue: 6
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TABLE F1 - HUMAN RESOURCES AND EQUIPMENT ALLOCATED TO THE AREA OF SAFETY

HUMAN RESOURCES	FUNCTION	TRAINING COURSES UNDERTAKEN IN THE AREA OF SAFETY	DURATION	LIST OF MATERIAL RESOURCES ALLOCATED TO THE AREA OF SAFETY

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ANNEX G - QUALIFICATION OF PRODUCT/SERVICE

Documents relating to Product Qualification:

- Procedures, instructions & associated technical specifications for the products;
- Procedures and technical specifications for quality control;
- Quality Plans relating to the product's manufacturing process;
- Inspection and Type Testing Plans for the control of each phase of the production process;
- List of personnel and description of the material resources allocated to the conducting of inspection and testing plans;
- Inventory of Measurement and Monitoring Equipment (MME) and calibration plans;
- Procedures for identification and guarantee of product traceability;
- Procedures, instructions & technical specifications associated with special manufacturing processes (if applicable).

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ANNEX H - QUALITY

Documents relating to the QMS - Quality Management System:

- Table H1 (Human resources allocated to Quality area);
- Quality Management System Certificates;
- Implementation Plan for the Quality Management System (if applicable);
- Statement of Quality Policy;
- Quality Handbook.

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QUALIFICATION OF SUPPLIERS
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TABLE H1 - HUMAN RESOURCES ALLOCATED TO QUALITY AREA						
IDENTIFICATION OF EMPLOYEE	FUNCTION OR JOB PERFORMED	BASIC TRAINING (1)				TRAINING IN QUALITY AREA (SPECIFY)
		G	B	S	O	

(1) G – Graduate; B – Baccalaureate; S – Secondary School; O – Other.

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ANNEX I - ENVIRONMENT

Documents relating to the EMS – Environment Management System:

- Table I1 (Human resources allocated to Environment area);
- Environment Management System Certificates;
- Implementation Plan for the Environment Management System (if applicable);
- Statement of Environmental Policy;
- Environmental Management Handbook.

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TABLE 11 - HUMAN RESOURCES ALLOCATED TO ENVIRONMENT AREA

IDENTIFICATION OF EMPLOYEE	FUNCTION OR JOB PERFORMED	BASIC TRAINING (1)				TRAINING IN ENVIRONMENT AREA (SPECIFY)
		G	B	S	O	

(1) G – Graduate; B – Bacalaureate; S – Secondary School; O – Other

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