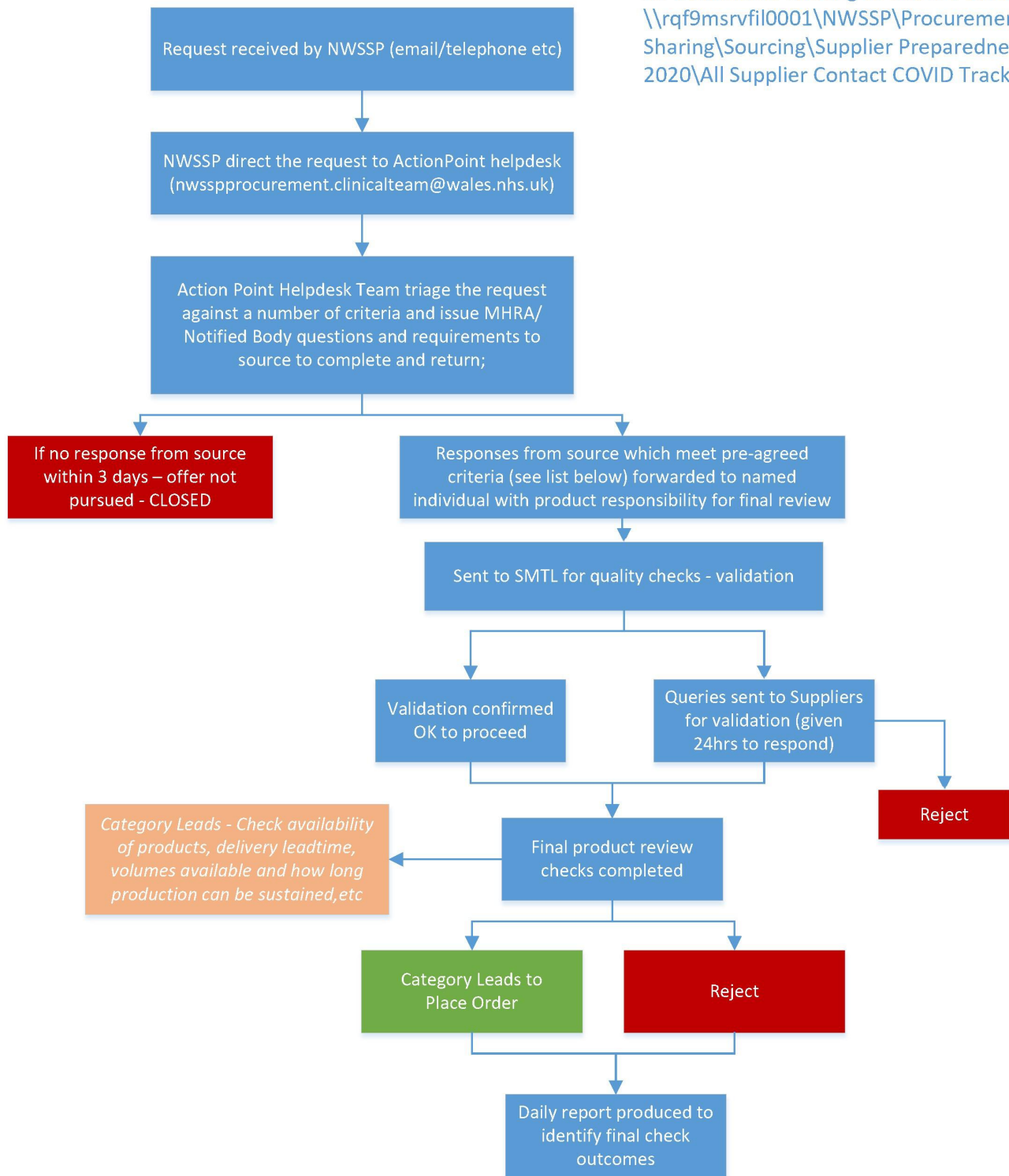


# PPE ACTIONPOINT PROCESS

All documents relating to this are saved in  
 \\rqf9msrvfil0001\NWSSP\Procurement\Sharing\Sourcing\Supplier Preparedness  
 2020\All Supplier Contact COVID Tracker



## Criteria to be checked

1. Company details including Company registration, VAT number and Bank details – state they are required on headed paper. NEW SUPPLIERS ONLY
2. CE Markings, Data/Technical files
3. Full specifications
4. Current stock volume
5. Delivery Route
6. Lead Time
7. Country of origin
8. Item code and full description
9. Price and UOM
10. Product claims: What the product can do, and copy of instructions for use
11. What legislation are these devices regulated under?
12. What is the classification of the device? For example under the MDD, Class I, IIa, IIb or III, cosmetic, biocide etc
13. Copies Regulatory compliance documentation
14. details of any QMS in place
15. provide test report & certificates