

供应商资料目录

Supplier Data Catalogue

No. 编号: DEA-Q7.4-05

序号 No.	资料名称 Data Name	是否提交 Submit or not	备注 Remarks
1	公司（工厂）营业执照复印件、资产负债表、损益表 Copies of business license、balance sheet and income statement		
2	公司（工厂）的简介资料（内容包括公司资本、职工人员及构成、生产技术能力等） Brief introduction of the company (including its capital, staff and technology capacity etc.)		
3	产品系列的简介资料（提供产品图册、样本等） Product information (including their picture albums and samples etc.)		
4	采购产品的主要工艺流程（图、表、卡） Presentation of Main process flow of purchased products (shown as diagrams, charts or cards)		
5	产品业绩的介绍资料（近5年同类产品制造业绩、销售业绩） Performance introduction of the product (including manufacturing and sales performance of similar products during the last five years)		
6	产品执行的国际/国内标准目录清单 Catalog of International/domestic executive standards		
7	主要生产设备清单（包括型号、规格、精度等） Main production equipment list (including models, specifications, accuracy etc.)		
8	检验和试验设备清单（包括型号、规格、精度等） Equipment list of testing and inspection (including models, specifications, accuracy etc.)		
9	质量管理体系第三方认证证书复印件（中、英文版证书各1份） Copy of the quality system certificate (both in		

	Chinese and English)		
10	产品质量认证证书复印件 Copy of the product quality certificate		
11	属国家强制产品范围请提供 CCC 认证证书 Provide CCC certificate for domestic compulsory Products		
12	公司（工厂）质量保证手册（非受控版一套） Quality assurance manual of the company (uncontrolled)		
13	程序文件目录清单 Catalog List of program file		
14	特殊工序人员资质清单（注明发证机关） Qualification list of workers engaged in special types of work (indicate the issuing authority)		
15	产品合格证标准样式、产品检验报告标准样式 Standard sample of manufacturer certificate and product inspection report		
16	供方的二次外包管理（外包产品信息表、外包供方清单等） management of subcontractors (information of subcontracted product and list of subcontractors)		

ZG2012A

备注：供方资料每两年更新一次，由外协（外购）管理部门在供方年度复评时收集更换，如出现供方组织机构发生变化、证书过期等情况，应及时更换相应资料。

Note: All information above should be updated every year, which is collected and replaced with the latest one by purchasing department in annual reevaluation of suppliers. In case some information changes (such as certificate expiration, organizational change etc.), the company should inform us as soon as possible