	<b>Business Management System</b> Transformer and Switchgear Services Supplier Audit Checklist	Document Identifier	240-	Rev	2
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Supplier Name		Date	
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✓	In place
X	Not in place

	Tick	Comments
<b>1. Instrument Logbooks (Laboratory and weighbridge)</b>		
	Tick	Comments
1.1 Maintenance schedule available?		Must be available on site
1.2 Is maintenance carried out according to the schedule? ( <b>Leaks, Breather, silica Gel</b> )		Proof must be provided
1.3 Record of maintenance performed available and up to date?		Records must be verified
1.4 Damage and repair history available and up to date?		Verification.
1.5 Any other documentation/Track records?		
<b>1.6 ISO tank pressure test certificate available?</b>		
<b>2 Storage and ISO tanks handling</b>		
2.1 Quality control		Procedure and Work instruction. (a) Receiving and despatch (b) Cross contamination management
2.2 Loading equipment (Crane/Fork lift) available?		Proof must be provided.
2.3 Storage yard accessible?		
<b>3 Transportation</b>		
3.1 ISO Tanker cleanliness certificates		Cleaning process
3.2 Transport availability?		Registration documents/Service level agreement.
<b>4 Certification</b>		
4.1 ISO 9001?		Only for record purposes, not compulsory
4.1 ISO 14001?		Only for record purposes, not compulsory
4.2 OHSAS 18001?		Only for record purposes, not compulsory
4.3 Any other?		Only for record purposes, not compulsory

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<b>5 BMS Requirements</b>		
7.1 Service Level Agreement/Contract in place.		
7.2 Competency files in place.		
7.3 Tool Register available.		

<b>COMMENTS</b>	

<b>CONDUCTED BY</b>		<b>DATE OF AUDIT</b>	
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