



Vendor / Service Provider Sustainable Procurement Questionnaire

Organization
 Name : _____
 Respondent : _____

I here by certify that all information provided in this questionnaire and the supporting documents attached is true and accurate as of the date hereof

Governance

Criteria : Yes = 1 , No = 0

No.	Questionnaire	Answer	Supporting documents	Notes
		Yes/No		
1	Does your organization have a Code of Conduct or Ethics Policy?		If yes, please provide supporting document(s)	
2	Is your organization certified or aligned with social responsibility standards (e.g., ISO 26000)?		If yes, please provide supporting document(s)	
3	Does your organization have an anti-bribery and anti-corruption policy?		If yes, please provide supporting document(s)	
4	Are whistleblowing/reporting channels available for bribery or corruption concerns?		Please specify the channel	
5	Does your organization hold quality management certifications (e.g., ISO 9001)?		If yes, please provide supporting document(s)	
6	Does your organization have a customer complaint management system?		Please specify the channel	
7	Does your organization provide product/service warranties or after-sales support?			
8	Does your organization conduct quality inspections prior to delivery?		Please attach sample evidence of quality inspections	

Environment

Criteria : Yes = 1 , No = 0

No.	Questionnaire	Answer	Supporting documents	Notes
		Yes/No		
1	Does your organization hold environmental certifications (e.g., ISO 14001, Green Label, Energy Saving Label, or equivalent)?		If yes, please provide supporting document(s)	
2	Does your organization comply with applicable environmental laws and regulations?			
3	Does your organization have measures to prevent and reduce environmental impacts (e.g., wastewater or air treatment systems)?			
4	Does your organization dispose of waste in accordance with legal requirements?			
5	Does your organization implement 5R principles (Reduce, Reuse, Recycle, Repair, Reject)?			



Vendor / Service Provider Sustainable Procurement Questionnaire

6	Does your organization have emergency preparedness measures to minimize environmental impacts (e.g., fire drills)?			
7	Does your organization have plans to reduce resource consumption (e.g., water and electricity)?			
8	Does your organization have environmental complaint channels for internal and external stakeholders?			
9	Has your organization been free from external environmental complaints during the past three years?		Please provide the workflow	
10	Does your organization have a designated person responsible for environmental management?		If yes, please provide supporting document(s)	

Occupational Health and Safety

Criteria : Yes = 1 , No = 0

No.	Questionnaire	Answer	Supporting documents	Notes
		Yes/No		
1	Does your organization comply with applicable occupational health and safety (OHS) laws and regulations?			
2	Does your organization have an OHS policy?		If yes, please provide supporting document(s)	
3	Is your organization certified to ISO 45001, TIS 18001, OHSAS 18001, or equivalent?		If yes, please attach certification evidence	
4	Does your organization communicate safety requirements to employees and contractors?			
5	Does your organization have an OHS management plan?			
6	Does your organization provide safety training to employees and contractors?		Please attach training records	
7	Does your organization maintain a safe and healthy working environment?			
8	Does your organization maintain records of workplace accidents and illnesses involving employees and contractors?			
9	Does your organization implement hazard controls and provide appropriate PPE to employees and contractors?			
10	Does your organization have designated OHS personnel (e.g., a Safety Officer)?		If yes, please attach appointment evidence	



Vendor / Service Provider Sustainable Procurement Questionnaire

Human Rights and Labor Standards
Criteria : Yes = 1 , No = 0

No.	Questionnaire	Answer	Supporting documents	Notes
		Yes/No		
1	Does your organization comply with labor laws and labor protection requirements?			
2	Are employees paid on time, including overtime compensation where applicable?			
3	Are employees granted statutory leave entitlements?			
4	Does your organization provide social security benefits in compliance with legal requirements?			
5	Are employees able to voice concerns or participate in welfare discussions (e.g., through a welfare committee)?			
6	Does your organization prohibit child labor (under 15 years of age)?			
7	Does your organization prohibit discrimination based on gender, religion, race, age, marital status, disability, HIV status, or personal beliefs?			
8	Does your organization provide channels for employee feedback?			
9	Is your organization certified to any labor standards (e.g., TLS 8001 or equivalent)?		If yes, please attach the certificate	

Business Stability (Assessment Based on Financial Statements Disclosed through the SET or DBD) - CMAN ONLY
Risk-Based Scoring Criteria: 3 = Low Risk, 2 = Medium Risk, 1 = High Risk

No.	Financial Ratio	Y-1	Current Y	Evidence	Notes
1	Debt-to-Equity Ratio			Ref. SET/DBD	The lower, the better (target: ≤ 2)
2	Current Ratio			Ref. SET/DBD	Target: ≥ 1

Risk Classification and Required Actions

Grade	Risk level	Follow-up Actions	Score range
A	Low risk	Site visit once every 3 years	80%-100%
B	Medium risk	Site visit once every 2 years	70%-79%
C	High risk	Site visit once every year	<70%