

Participation in the QCA Compliance Certification Program is only open to a promotional products company that is registered as a "Distributor" or "Decorator" with the [Promotional Products Association International \(PPA\)](#), or the [Promotional Products Professionals of Canada \(PPPC\)](#) and incorporated in North America.

A "Distributor" per the definition provided by the PPAI means a company in the promotional products industry, that develops ideas for using promotional products in a marketing or promotional campaign, buys such items from suppliers and sells them to advertisers.

A "Decorator" per the definition provided by the PPAI means anyone who embellishes a third-party product either through screen print, painting or embroidery. These requirements may be verified by an audit of production and purchase records prior to acceptance of an application for membership.

Participation questions may be directed to participation@qcalliance.org.

QCA Certified Companies are in the business of satisfying customers' demand for products that meet all end-buyer requirements. Certification ensures a Distributor or Decorator has verified processes in place to achieve that aim.

As a Certified company, QCA requires a Distributor or Decorator to fully document their compliance program policies, procedures and processes, demonstrate the effectiveness of the program in a third-party audit of their headquarters, and address any deficiencies noted in those audits.

The following application questionnaire is to be completed, signed and submitted with relevant available attachments for review via this electronic web form. Alternatively, it may be submitted to compliance@qcalliance.org. The questionnaire is a mix of checkboxes, short answer essay questions and requests for documentary examples. The completed submission will be reviewed by the QCA Compliance Committee. Any questions will be forwarded to the submitter directly.

As factors in the market change, compliance programs evolve. The QCA Distributor Certificate is a two-year certification.

For the purposes of this questionnaire, the following definitions apply:

Factory is the location where raw materials or intermediate assemblies undergo processes that transform the original materials to produce a finished product.

Vendor is an entity that may act as a factory representative, agent, trading company or importer/exporter and as one of the potential multiple intermediaries between the Distributor and the supply base.

Supplier is the member of the promotional products industry producing, sourcing, importing or contracting the product intend to be marketed as a promotional item to the Distributor.

Applicants must complete the form by responding to all "required" questions. Please provide readily available documentation where requested. It is not required to provide all requested documentation at this time and we may contact you as needed for additional information.

COMPANY NAME _____

COMPANY ADDRESS _____

PRESIDENT/EXECUTIVE NAME _____

NAME OF PERSON COMPLETING _____

EMAIL _____ PHONE _____

Is your company a member of any industry associations? (i.e., PPAI, ASI, TGA, AAFA, LIMA, etc.)

Please list:

Is your company a member of any compliance-focused organizations that require third-party audits of your supply chain as part of their validation of membership? (i.e., FLA, SEDEX, CTPAT, PIP, Bluesign, etc.)

____ None at this time

____ Yes (Please list.)

Does your company maintain certifications validated by third parties? (i.e., ISO-9000, CTPAT, WRAP, GRI, etc.)

____ None at this time

____ Yes (Please list.)

Does your company sell to companies for which there is a vendor qualification process/program?

None at this time

Yes (Please describe.)

Are you an approved vendor for any global brands, who employ vendor qualification programs? (i.e., Disney, Coke, McDonald's, Mars, etc.)

Not at this time

Yes (Please list all that apply.)

Does your company employ a vendor and supplier agreement?

Not at this time

Yes

Does it include criteria on social accountability, product specification and government regulatory requirements?

No

Yes

Which regulatory requirements do you call out?

Please attach your company's approved specification template.

Does your company qualify your vendors and suppliers?

Not at this time

Yes

What information is assessed as part of that approval process? (Please list.)

What means and measures are used to qualify vendors and suppliers?

Not at this time

Yes (Please provide.)

Do you use a Code of Conduct?

Not at this time

Yes

Are all suppliers required to sign it?

No

Yes

What, if any, exceptions are there?

Does your company have a documented set of sourcing guidelines separate from your vendor and supplier agreements that is provided to vendors and suppliers of your promotional products?

Not at this time

Yes

What does that set of guidelines include? (Check all that apply.)

List of countries disapproved for manufacture

Product category standards

Inspection Standards (AQLs)

Testing Program

Other

Does your company maintain a preferred vendor and supplier program?

Not at this time

Yes

What elements are assessed in qualifying vendors and suppliers?

Does your company employ a scorecard?

Not at this time

Yes

What measures are captured? (Please attach a template)

What kind of training does your company provide to your vendors and suppliers?

Do you conduct audits of vendors, suppliers or manufacturing factories?

Not at this time

Yes (Check all that apply)

Vendors

Suppliers

Manufacturing factories

If so, please advise:

Scope of audits performed (ethical manufacturing, quality, supply chain security, etc.)

Number of audits, including initial and follow up, performed per year

Criteria for determining audits to be performed (Check all that apply)

Volume of sales

End-User / Customer-requested

Regulated status of product category

Other

SIGNATURE _____

TITLE _____

DATE _____