Reference Number:	FORM-010	Title:	TRE Supplier Checklist	Version:	1.0
Owner:	Information Security Manager,	Effective Date:	18 Sep 2019	Review Date:	18 Sep 2021

Please complete the applicable sections of the following form so that the Trustworthy Research Environment service team can conduct a Supplier Assessment against your organisation. Part A is for setting up new suppliers. Part B is for existing suppliers. Part A *Section 1* must be completed by all suppliers. Part A *Section 2* is only to be completed by suppliers of critical assets. You will have been informed by the TRE Service Team if you are a supplier of critical assets.

Completed forms will be stored securely within the University's supplier record system, and it will not be shared with any 3rd parties.

Name of Company or University department	
Postal Address	
Name of contact	
Phone number of contact	
Email address of contact	
Number of employees	

A: New Supplier Information Security Questionnaire

Section 1 – To be completed by all Suppliers

ID	Question	Response
	Customer Support	
A1	Have you previously supplied the University of Manchester with the same or a similar asset or service?	Yes / No
A2	If the answer to A1 is 'yes' please provide more details here	
A3	Can provide a support contract that includes product maintenance and repair?	Yes / No
	Quality and Information Security Management	
A4	Do you have procedures for handling information security incidents that relate to services you are providing customers?	Yes / No
A5	Are you audited by a 3rd party to monitor the quality of the service you provide to your customers?	Yes / No
A6	If the answer to A5 is 'yes' please provide details and state whether you are willing to share your audit results with us?	

Section 2 - To be completed by Suppliers of Critical Assets only.

ID	Question	Response
		Customer Support
A7	Does your support contract include a Service Level Agreement?	Yes / No
A8	What are the working hours of your customer services team?	
		Quality and Information Security Management
A9	Does your company have an ISO 9001 certified quality management system (QMS)?	Yes / No
A10	Does your company have an ISO 27001 certified information security management system (ISMS)?	Yes / No
A11	If the answer to A9 or A10 is 'yes' please provide details of any certification awarded to the relevant management system in recognition of meeting a widely recognised standard	
A12	Separate to the ISO9001/27001 standards, are you audited by a 3rd party to monitor the quality of the service you provide to your customers?	Yes / No

A13	If the answer to A12 is 'yes' please provide details and state whether you are willing to share your audit results with us?	
A14	Can you provide evidence to confirm that your staff are qualified to provide the asset or service requested?	
A15	Do you have a business and/or information security continuity plan which includes a disaster recovery plan that you can share with us?	
A16	Do you have a relevant product road map that you can shared with us?	Yes / No
A17	Please provide a brief statement to demonstrate continual improvement for the asset or service you provide your customers	

B: Existing Supplier Information Security Questionnaire

Responses only to be provided for an existing supplier of critical assets.

ID	Question	Response
B1	If your postal address will be changing within the next 12 months, please provide it here	

B2	Have you reported a breach of information security to the Information Commissioner's Office (ICO) within the past 12 months?	
B3	Has your company experienced any major organisational changes in the past 12 months, e.g. has it merged or been purchased by another company?	
B4	If the answer to B3 is 'yes' please provide details of these changes	
B5	Has your company experienced any organisational changes that will directly impact the quality of service you provide us?	
B6	If the answer to B5 is 'yes' please provide describe how this will impact the service/asset you provide over the next 12 months	
B7	For awards or certification you have previously gained in recognition of quality and/or information security: have any been revoked, expired or newly attained	
B8	If the answer to B7 is 'yes' please provide details of any new, revoked or expired awards or certification	