



**PHARMADEVILS**

IT DEPARTMENT

[Appendix 2b-Template of Basic Vendor Assessment]

**Title:** Vendor's Basic Assessment for <System Name>

**Document No.:**

<Document No.>

**Page:** 1 of 6

**Vendor's Basic Assessment  
For  
<System Name>**



# PHARMADEVILS

IT DEPARTMENT

## [Appendix 2b-Template of Basic Vendor Assessment]

### APPROVAL PAGE

**Prepared By:**

Name	Designation	Department	Signature	Date

**Reviewed By:**

Name	Designation	Department	Signature	Date

**Approved By:**

Name	Designation	Department	Signature	Date



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## [Appendix 2b-Template of Basic Vendor Assessment]

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### REVISION HISTORY

Revision No.	Effective Date	Reason for Revision
		Initial Document



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**1.0 INTRODUCTION:**

**1.1. OBJECTIVE:**

Write down the purpose of this assessment

**1.2. SCOPE:**

Write down the Scope of this document.

**2.0 RESPONSIBILITIES:**

This section describes the responsibilities of the concerned person.

**3.0 COMPUTERIZED SYSTEM DESCRIPTION:**

This section will describe the system under assessment

**4.0 VENDOR ASSESSMENT APPLICABILITY:**

Question	Response	Comments
Review the public domain information on the company that you wish to use for the service, system or software. Are they a well-known company supplying services, systems, software to the life sciences etc		
Does the company concerned have a good market reputation? Is it a well-known? i.e. Microsoft, Siemens etc.		
Have the company prior experience with this company and have experience of their performance?		
<b>Was the experience satisfactory?</b>		
<b>Is the company concerned able to demonstrate that it supplies into other regulated companies? If so, which companies?</b>		

**Summary & Conclusion of Basic Assessment:**



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**5.0 SUPPORTING DOCUMENTATION:**

Give supporting document (if any)

**6.0 ABBREVIATIONS:**

This section will describe various abbreviations used in the document.



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## [Appendix 2b-Template of Basic Vendor Assessment]

### POST APPROVAL

**Prepared By:**

Name	Designation	Department	Signature	Date

**Reviewed By:**

Name	Designation	Department	Signature	Date

**Approved By:**

Name	Designation	Department	Signature	Date