

1 General information about the company							
1.1	Supplier's name:						
1.2	Supplier's address:						
1.3	Postcode / town						
1.4	Phone / fax:						
1.5	email:						
1.6	Website:						
1.7	Persons in charge:						
	Managing directors:						
	Technical director:						
	Production director:						
	Purchasing director:						
	Sales director:						
	Our contact:						
	email:						
	Phone:						
	Fax:						
	Quality officer:						
	Environment officer:						
	Energy officer:						
1.8	Employee count:	Total	R&D	Production	Quality	Sales	Admin
1.9	Your production and supply range:						
1.10	Turnover of the last 3 years:		Current year	Previous year		2 years ago	
1.11	Main customers & % of turnover:		Customer		Industry		% turnover
		1.					
		2.					
		3.					
1.12	Other industries:						
1.13	Average capacity utilisation:						
1.14	Equipment, machinery (manufacturer, year of construction):						
1.15	IT infrastructure (shop floor control, SAP, PPS):						

2 Quality management questions				
2.1	<p>Are the environmental, energy and quality management systems certified by an accredited body? If yes, on what basis (please indicate the standard and enclose a copy of the certificate) If no, please continue with 2.2.</p>			
	Yes/no	Standard	Certified by	Date
	Environment			
	Energy			
	Quality			
2.2	<p>Are there plans to introduce the systems mentioned in 2.1? If yes, when and for which standard?</p>			
	Yes/no	Standard	Certification by	Planned for
	Environment			
	Energy			
	Quality			
2.3	<p>How do you ensure current standards are applied?</p>			
2.4	<p>What is your waste concept, and how are the environmental impacts determined? (Only to be answered if there is no certification pursuant to DIN EN ISO 14001)</p>			
2.5	<p>Are hazardous/dangerous materials stored and used in accordance with the German technical rules for hazardous/dangerous materials (TRGS)? (Only to be answered if there is no certification pursuant to DIN EN</p>			
2.6	<p>For service providers: what evidence is there of qualifications? (Indicate evidence of training/development and enclose copies of certificates)</p>			
2.7	<p>Are your staff given regular training, and is this training documented? (Please enclose copies of the training records)</p>			
2.8	<p>Do you have quality certificates for your products (VDE, TÜV, etc.)?</p>			
2.9	<p>What optimisation tools do you apply (FMEA, CIP, TQM, etc.)?</p>			
2.10	<p>Quality monitoring: are incoming inspections, in-process inspections and final inspections performed?</p>			
2.11	<p>Do you have clear procedures for complaints? What are these?</p>			

2.12	Are the following requirements for your input materials agreed in writing with your suppliers?
	Environmental requirements:
	Quality requirements:
	Energy efficiency improvement requirements:
3 Availability, costs & logistics	
3.1	What is the standard delivery period for specimen and series parts (in working days)?
3.2	How are enquiries, offers and orders verified for completeness and feasibility? How long is the average processing time?
3.3	What methods are used to achieve cost optimisations?
3.4	How is 100% punctuality ensured?
4 Process	
4.1	What are the methods used to select and rate suppliers?
4.2	How do you ensure that confirmations of order are sent within 24 hours?
4.3	How is production planned and controlled?
4.4	How are reproducible production processes implemented (shop floor papers, drawings, materials, process/results monitoring, etc.)? How is compliance monitored?
4.5	How is the batch-specific assignment/tracking of production data realised in the production process?

5 Confirmation

5.1 This is to confirm the correctness of the information and documents provided.

[Yellow signature area for 5.1]

Place, date _____ Signature _____

5.2 The information provided above may be verified by our auditors on your premises in the form of a supplier audit.

[Yellow signature area for 5.2]

Place, date _____ Signature _____

6 Comments

You can add any comments here.

[Large yellow area for comments]