**SUPPLIER SELF-ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GENERAL DATA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Company:** |  | | | | | | | | | | **Country:** | | | | | | |  | | | | | | | | | | | | | |
| **Street:** |  | | | | | | | | | | **City:** | | | | | | |  | | | | | | | | | | | | | |
| **Phone:** |  | | | | | | | | | | **Fax number:** | | | | | | |  | | | | | | | | | | | | | |
| **Website:** |  | | | | | | | | | | **Legal form:** | | | | | | |  | | | | | | | | | | | | | |
| **Year of foundation:** |  | | | | | | | | | | **Corporate affiliation:** | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPANY PROFILE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Manufacturer:** | Yes | | | | | No | | | | | **Distributor:** | | | | | | | Yes | | | | | | No | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTACT PERSONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Division** | **Name** | | | | | | | **Phone** | | | | **Fax** | | | | | **E-Mail** | | | | | | | | | | **Language** | | | | |
| Management |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
| Sales Department |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
| Sales Representative |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
| Quality Management |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
| R&D/Production |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
| Logistics |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
|  |  | | | | | | |  | | | |  | | | | |  | | | | | | | | | | DE  EN | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KEY FIGURES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fiscal year:** | | | | **2023** | | | | | | **2022** | | | | | | | | | **2021** | | | | | | | | | | | | |
| **Turnover:** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Export share in %:** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Export to following contries** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Number of employees** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Production** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **R&D** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Quality Management** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
| **Administration** | | | |  | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FURTHER PLANTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Country** | | | | **City** | | | | | | **Employees** | | | | | **R&D** | | | | | **Production** | | | | | | **Sales** | | | | | |
|  | | | |  | | | | | |  | | | | | Yes  No | | | | | Yes  No | | | | | | Yes  No | | | | | |
|  | | | |  | | | | | |  | | | | | Yes  No | | | | | Yes  No | | | | | | Yes  No | | | | | |
|  | | | |  | | | | | |  | | | | | Yes  No | | | | | Yes  No | | | | | | Yes  No | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUSINESS UNITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Branch** | | | | 1. |  | | | | | | | | | | | | | | | | **Share in %** | | | | | | 1. | | | |  |
| 2. |  | | | | | | | | | | | | | | | | 2. | | | |  |
| 3. |  | | | | | | | | | | | | | | | | 3. | | | |  |
| 4. |  | | | | | | | | | | | | | | | | 4. | | | |  |
| 5. |  | | | | | | | | | | | | | | | | 5. | | | |  |
| **Main clients** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSURANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type** | | | | | | | | | **Sum insured** | | | | | **Insurer** | | | | | | | | | | | | | | | | | |
| Product liability insurance for consequental damages: | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | |
| Product recall insurance: | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTION TECHNOLOGIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Which production processes do you mainly use?** | | | | 1. |  | | | | | | | | | | | | | | | | **Share in %** | | | | | | 1. | | | |  |
| 2. |  | | | | | | | | | | | | | | | | 2. | | | |  |
| 3. |  | | | | | | | | | | | | | | | | 3. | | | |  |
| 4. |  | | | | | | | | | | | | | | | | 4. | | | |  |
| 5. |  | | | | | | | | | | | | | | | | 5. | | | |  |
| **Which activities do you make with external suppliers?** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTION PLANNING AND MONITORING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Own construction department?** | | | | | | | | | | Yes | | | No | | **Own tool making?** | | | | | | | | Yes | | | | | | No | | |
| **Own production of tools and operating material?** | | | | | | | | | | Yes | | | No | | **Share in %?** | | | | | | | |  | | | | | | | | |
| **FMEA?** | | | | | | | | | | Yes | | | No | | **SPC** | | | | | | | | Yes | | | | | | | No | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTION CAPACITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Current capacity utilisation with regard of the shift model in %?** | | | | | | |  | | | **Number of shift per working day and week?** | | | | | | | | | | | | |  | | | | | | | | |
| **Optimized production batch?** | | | | | | |  | | | **Optimized SPQ (Standard-Pack-Quantity)?** | | | | | | | | | | | | |  | | | | | | | | |
| **Average time for quotation?** | | | | | | |  | | | **Average production time in days?** | | | | | | | | | | | | |  | | | | | | | | |
| **Average lead time for samples in days?** | | | | | | |  | | | **Could you react to fluctuating demand?** | | | | | | | | | | | | | Yes | | | | | | No | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOGISTIC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have consignment agreements with other customers?** | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | No | |
| **Do you have KANBAN-agreements with other customers?** | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | No | |
| **Is a separation of production batches or tracability assured?** | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | No | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| QUALITY MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have a full-time Quality Manager?** | | | | | | | | | | | | | | Yes | | No | | | **Since?** | | | | | |  | | | | | | |
| **Was your quality management system evaluated by a customer in the past 12 months?** | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | | | | |
| **Customer** | | |  | | | | | | | | | | | | | | | | **Rating?** | | | | | |  | | | | | | |
| **What kind of certifications do you have?** | | 1. |  | | | | | | | | | | | | | | | | **Since?** | | | | | |  | | | | | | |
| 2. |  | | | | | | | | | | | | | | | | **Since?** | | | | | |  | | | | | | |
| 3. |  | | | | | | | | | | | | | | | | **Since?** | | | | | |  | | | | | | |
| **Please just answer the following questions only if your are not certified!** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have a quality management manual?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you have work instructions?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you have inspection instructions for incoming goods, prodution and final testing of the products?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you have an overview for the test equipment?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you use calibrated test equipment?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Could you do all samples test inhouse (measurement and recording)?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you have statistics of production errors?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you review the effectiveness of the corrective actions?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |
| **Do you have regulations for emergency processes (employee protection, fire, etc)?** | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | No | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENVIRONMENTAL MANAGEMENT | | | | | |
| **Do you have installed an environmental management system referring to EMAS (EG/1221/2009) or**  **ISO 14001 (valid version) or others in your company?** | | | Yes | No | |
| **Is the complete fulfillment of REACH-regulation assured?** | | | Yes | No | |
| **Is the complete fulfillment of RoHS-regulation assured?** | | | Yes | No | |
|  | | | | | |
| ATTACHMENTS, AOB AND ADDITIONAL REMARKS | | | | | |
| **Please enclose your attachments!** | | | **Attachments enclosed** | | |
| **Organisation chart** | | | Yes | | No |
| **Information of Creditreform and/or Dun & Bradstreet** | | | Yes | | No |
| **Certificates of the quality management systems** | | | Yes | | No |
| **Dates and results of the customer audits** | | | Yes | | No |
| **Current list of production machines** | | | Yes | | No |
|  | | | | | |
| AOB | | | | | |
| **Are you willing to disclose parts of your calculation?** | | | Yes | | No |
|  | | | | | |
| ADDITIONAL REMARKS | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  |  |  | | | |
| **Date** | **Name** | **Function** | | | |