**SUPPLIER SELF-ASSESSMENT**

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| 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 [ ]  |

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| 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 [ ]  |
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| ADDITIONAL REMARKS |
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|  |
|  |  |  |
| **Date** | **Name** | **Function** |