



Company:	
Street/ House No.	
Postal Code / City:	
Phone / Fax:	
Mail:	
Homepage:	
group affiliation/ group of companies:	

These information shall give us a first general view of your company. You are component for a potential collaboration with our company in the future. Please notice, that for a potential assignment the existence of this completed supplier questionnaire is necessary.

<b>1. General</b>			
<b>1.1 Contact Person</b>			
<b>Department</b>	<b>Name</b>	<b>Direct Dialling</b>	<b>E-Mail Address</b>
Management			
Quality Assurance			
Sales / Indoor Service			
Sales / External Work			
<b>1.2 Number Of Employees</b>			
Production		Sales	
Quality		Project management	
Construction		Other	
Tool Making		Total	
<b>1.3 Information about your Company</b>			
Do you belong to a concern / a group of companies?			
Sales Trend for the last 3 years in millions of your currency – which is _____			
Target figure for current business year = expected sales in millions of your currency – which is _____			
Who are your prime customers? (Declaration of branch and amount of total sales)			
In which countries, incl. subsuppliers, are you present?			
Please name examples of your range of products.			



What kind of manufacturing techniques do you use? (e.g. injection moulding, overmoulding of components, etc.)	
What kind of raw materials can be processed in your company?	
Are working steps outsourced? If so, to which supplier and to what extend?	
What machine park is available for your production?	
In how many shifts do you produce, resp. could be produced if there are supply shortages?	
What kind of measuring equipments and checking facilities are available to your company? (e.g. 3D analysis, lab, etc.)	
What kind of CAD-software and files do you use? (Catia, Step, Iges...)	
How can be transmit CAD-files to your or our company? (Odette, KVS...)	
Is it possible to convert dates from 3D to 2D?	
<b>1.4 Insurances / Guarantees</b>	
Is there a product liability?	Yes No
Amount of cover personal damage?	Total/year:
Amount of cover material damage?	Total/year:
Amount of cover pecuniary damage?	Total/year:
Amount of cover product recall?	Total/year:
Stipulated retention	Currency /Damage:
Is the US risc insured?	Yes No
What maximum warranty period can you stipulate with your customers?	Months:

<b>2 Quality and Environment</b>			
<b>2.1. Certification</b>			
Which certifications are present?	ISO9001	VDA 6.1.	ISO/TS 16949
Was there an audit by one of your customer? What results have been achieved?	Customer	Date	Result
<b>2.2 Sampling and qualities preplanning</b>			
Do you undertake initial samplings with initial sample test report / PPAP / process inspection?	Yes No		
Is your company able to use IMDS? Please state your ID	ID		
Does your company act up to German Associations of the Automotive Industry?	Yes No		



Does your company perform product- and process-failure mode and effects analysis (FMEA) and are they cared in project- and production periods of actuality?	Yes	No
<b>2.3 Environmental Management</b>		
Has your company established an environmental management? (ISO 14001 etc.)	Yes	No
Does your company work under written determined standards?	Yes	No
<b>2.4 Social and environmental Responsibility</b>		
Do you have social and environmental principles?	Yes	No
Do you demand the compliance with these principles from your own supply chain?	<b>Yes</b>	<b>No</b>

<b>3 Logistics</b>	
Do you conclude customers' orders already via delivery schedules according to Germany Associations of the Automotive Industry 4905?	Yes, it is already used No, but it is possible to use No, it is not possible
Is an Electronic Data Interchange (EDI) system already used in your company for customers' dispositions, resp. delivery notes according to Germany Associations of the Automotive Industry 4913?	If yes, what kind of system <hr/> No
Does goods be labelled according to Germany Associations of the Automotive Industry 4902-04?	Yes No, but it is possible to implement
Is reusable packaging already used in your company and do you keep an account for empty packaging, resp. is it possible to implement?	Yes, it is already implemented No, but it is possible to implement No, it is not possible to implement

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Attachment: Self-Assessment Quality Management**

Editor: \_\_\_\_\_

Phone: \_\_\_\_\_

Function: \_\_\_\_\_

E-Mail: \_\_\_\_\_

		Yes	Partly	No
1.	Does the management have formulated quality objectives, as well as quality policy and has communicated them to all employees?			
2.	Does your company have an independent quality management and is there any person named for responsibility of the quality management by the executive management?			
3.	Is the quality management system written in a manual?			
4.	Do you execute internal quality audits to support the continuous improvement process?			
5.	Do you execute statistical methods for measure the process capability?			
6.	Are elements of contracts / orders / amendment details checked for completeness before submitting your offer?			
7.	Is it secured, that the distribution of documents (drawings, delivery specifications, etc.) are directed correctly, to avoid the use of documents out of date?			
8.	Is a system used, which the traceability of materials and products secures during the whole manufacturing process?			
9.	Are operation sequences of manufacturing planned and if for products necessary documented as well as the status of production is controlled on adherence to delivery dates?			
10.	Are inspection and work instructions as well as visualizations for process flows available for your employees?			
11.	Are your employees trained and qualified for their particular working processes? Are trainings planned, realized and documented?			
12.	Is secured, that not conformable products in the manufacturing process and stock are removed and can not arrive at the customer's goods receipt?			
13.	Are outgoing inspections of the goods executed?			



14.	Does your company use methods of analysis for causes of errors, to avoid repeating mistakes and to initiate selective inspection and preventive measures? (e.g. 8d report, pareto analyses, etc.)			
15.	Are production and test equipment maintained regularly according to a documented planning?			
16.	Are production and test tools gauged in defined intervallic and are the results recorded?			
17.	Is the status of calibration of the company's production and test tools visible for your employees?			
18.	Is a software for the management of test tools used?			
19.	Are sub-suppliers checked / audited and qualified respectively on the compliance of customer's requirements?			
20.	Does your company service a list of qualified or approved suppliers for materials or services, whose quality performance get rated at least once a year?			
21.	Does your company execute a goods inward test for delivered products?			
22.	Is the handling of complaint organized? (responsibilities, cause analysis, elimination measures, etc.)			
23.	Are customers informed directly about delay of deliveries or other non-conformities?			
24.	Are recyclable or as the case may be reusable packages used?			
25.	Is it possible to prove the customer satisfaction?			
26.	Who is responsible for the product safety, name and job position			

Date: \_\_\_\_\_ Signature: \_\_\_\_\_