

# Organisationsvorschrift

# WN 00 3 50016



Formular: Lieferantenselbstauskunft

Geltungsbereich: Beschaffung und Lieferantenentwicklung

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## Supplier Self Assessment

<b>Company</b>				
Name:				
Address:				
Homepage:				
Subsidiary of:				
<b>Company specific data</b>				
<b>1. Partner</b>				
<b>Department</b>	<b>Name</b>	<b>Phone</b>	<b>Fax</b>	<b>e-mail</b>
President / Managing Director				
Quality Manager				
Responsible of Environment				
Engineering Director				
Commercial Director				
Sales Contact at plant (Working hours)				
Customer Manager				
Design Manager				
Logistics Manager				
Research & Development Manager				
<b>2. Number of employees</b>				
Production		Set up and Maintenance		
Quality		others		
Design				
Tool Shop		Total		

3. Company's turnover			
2004:	2005:	2006:	2007's expectation:

**4. Certification level of Quality Management System.  
Please mark the appropriate certificate and enclose it:**

<b>DIN ISO 9000ff</b> <input type="checkbox"/> <b>QS 9000</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	<b>VDA 6.1</b> <input type="checkbox"/> <b>ISO/TS 16949</b> <input type="checkbox"/>	
<p>Do you conduct VDA initial samples/acceptances (QS 9000)? Capability of initial sample submission an release according to VDA an QS 9000?</p> <p>Capability of design an process FMEA?</p> <p>Which Advance Quality Planning System is utilized?</p> <p>Further certifications planned? (by when, by whom?)</p> <p>Does the accuracy of your outgoing material checks allow a cancellation of your customer's incoming material checks?</p>		

**5. Auditing**

Which audits have been conducted in your company (in accordance with VDA 6.1/QS 9000/TS16949 norms) and what are the results?	
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**6. Environment management**

Please fill in the VDA questionnaire entitled „**Environment management**“

**7. Insurance / Warranty**

<p>Do you have a product/third-party liability insurance including:</p> <p>Amount of the current coverage for:</p> <p>A franchise of:</p> <p>Are you insured against the US risk :</p> <p>What is the maximum warranty period you can agree on with your clients?</p>	<p><input type="checkbox"/> extended liability insurance for products and third-party damages ?</p> <p><input type="checkbox"/> coverage of cost of recalls?</p> <p><input type="checkbox"/> Damages to persons: _____ € / Year</p> <p><input type="checkbox"/> Damages to property: _____ € / Year</p> <p><input type="checkbox"/> Financial losses: _____ € / Year</p> <p><input type="checkbox"/> Recalls: _____ € / Year</p> <p>_____ € for each damage is agreed on.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ Months</p>
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<b>8. Clients</b>	
Who are the clients you supply to? - Products - Share in company's turnover	
<b>9. Describe your global presence.</b>	
<b>10. Which currencies can you quote/invoice?</b>	
<b>11. Production's programme</b>	
Available production processes: Available materials: Available machines/equipment: Which process steps are outsourced?	
<b>12. Production capacities</b>	
Describe your production capacities (i.e. number of machines)	
<b>13. Measuring and testing equipment</b>	
Describe your measuring and testing equipment	
<b>14. CAD-Data</b>	
What are the means you use to send your CAD-Data (except from paper)?  What are the CAD-Software and Data formats you use?  Can you convert 3D Data in 2D?	

## Supplier

Date:

Signature:

## Supplier Environmental Management Status

Supplier: \_\_\_\_\_

Location: \_\_\_\_\_

Person handling orders: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position: \_\_\_\_\_

Fax: \_\_\_\_\_

	Yes	No	Comment
1. Does your company have an environmental management system			
<input type="checkbox"/> EMAS II (EG 761/2001) <input type="checkbox"/> ISO 14001 <input type="checkbox"/> internal system?	<input type="checkbox"/>	<input type="checkbox"/>	_____
If yes, please enclose a copy of the certificate. Do not answer any further questions			
Not set up yet, but planned for 200_			
<input type="checkbox"/> EMAS II (EG 761/2001) <input type="checkbox"/> ISO 14001 <input type="checkbox"/> internal EMS	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Did your company set up another management system, which includes environmental protection?			
If yes, which? .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are environmental protection measures in your company already inspected?			
If yes, by whom?	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Internal auditor <input type="checkbox"/> External auditor
4. Are the environmental effects of Manufacturing processes Supply and waste disposal processes Products in your company checked?	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Are aspects of environmental protection an integrated part of your product planning?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is your company able to work with IMDS? If yes, please give your ID.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Does your company follow environmental protection guidelines established in writing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Are environmental protection measures and results documented in your company?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Are the targets for the improvement of environmental protection defined in your company and do you document their implementation?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Is your staff informed and trained on a regular basis regarding environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Do you work towards the improvement of environmental protection with your suppliers and contractual partners?	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Supplier

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

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