1. **Information about the company**

|  |  |
| --- | --- |
| 1.1 | general information  |
|  |  |
| Name**\*** |       |
| Form of society **\*** |       |
| Industry sector |       |
| Founding year |       |
| Turnover of the last year |       |
| Turnover of the planning year |       |
| IDS turnover of the last year (if available) |       |
| IDS turnover of the planning year (if available) |       |
| Annual turnover  |       |
| Investment volume  |       |
| Application segment |       |
| Time of good issue | Monday – Thursday            till           Friday            till            |
|  |  |
| Street **\*** |       |
| Postal code / City **\*** |       /       |
| Phone **\*** |       |
| Fax **\*** |       |
| Concern membership **\*** |       |
| Home page  |       |
| bank data: |  |
| Financial institution **\*** |       |
| Account **\*** |       |
| Bank code number **\*** |       |
| IBAN **\*** |       |
| SWIFT-BIC **\*** |       |
| Ust Id nr. or tax number **\*** |       |
|  |  |
| Quantity of employee (total) |       |  | Administration |       |
| Production |       |  | Quality management  |       |
| Construct/development |       |  | QM |       |

|  |  |  |
| --- | --- | --- |
| 1.2 | Responsibility / Contact person |  |
|  |  |  |
| Corporate management |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail  |
|  |  |  |
|  |  |  |
| Development |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mai  |
|  |  |  |
|  |  |  |
| Representative of QM  |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail |
|  |  |  |
|  |  |  |
| Manager of quality assurance |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail |
|  |  |  |
|  |  |  |
| Production manager |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail |
|  |  |  |
|  |  |  |
| Manager of logistics |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail |
|  |  |  |
|  |  |  |
| Sales contact person |       |  |
|  |
|  |       |       |       |
|  | phone | fax | e-Mail |

|  |  |
| --- | --- |
| 1.3 | machinery  |
| Please add a short description of your machinery. |
|       |
|       |
|       |
|       |
|       |
|  |  |
| Is the list of machinery enclosed? | yes | [ ]  | no | [ ]  |

|  |  |
| --- | --- |
| 1.4 | Which test options are available? |
|  |
| Geometric tests (3D-measurement, and so on) |
|       |
|       |
|       |
|  |
| Mechanical tests (pull-measurement, hardness, and so on) |
|       |
|       |
|       |
|  |
| Analysis of materials (chemical analysis, SSN-test, X-ray, and so on) |
|       |
|       |
|       |
|  |
| Electrical tests (flying challenge, AOI, ICT, and so on) |
|       |
|       |
|       |
|  |
|  |  |
| 1.5 | How does the work in your production generally run off? |
|  |  |
| one working shift | [ ]  | two working shifts | [ ]  | three working shifts  | [ ]  |

1. **Quality management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.1 | Is your company certified? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.1.1 | If so, to which standard? |  |
|  | * DIN EN ISO 9001
 | yes  | [ ]  | no | [ ]  |
|  |  | (Please enclose a copy of the certificate) |
|  | * ISO14959
 | yes | [ ]  | no | [ ]  |
|  |  | (Please enclose a copy of the certificate) |
|  | * other
 |       |
|  |  | (Please enclose a copy of the certificate) |
|  | If no -  |  |
|  | Is a certification planned? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | If so, by when? |       |
|  |  |  |
| 2.1.2 | Were external audits carried out in your company? | ja | [ ]  | no | [ ]  |
|  |  |  |
|  | If so, of whom? (please include audit results) |       |
|  |  |  |
| 2.1.3 | Would you agree with an assessment or a supplier audit of your quality management system through our house? |  |
|  |  |  |
|  |  | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.1.4 | Do you audit or evaluate dates of component supplier? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2 | Do you systematically establish test documents, for |  |
|  |  |  |
|  | - own products? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | - specific order, for products of the client? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.1 | Do you conduct the following tests: |  |
|  | goods inward test? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | in-process inspection and testing (production-related)? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | final inspection? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.2 | Do you use statistical methods? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.3 | Do you monitore processes with SPC? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.4 | Do you use test plans and inspection instructions? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.5 | Do you document test results? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.2.6 | Is it possible to realise documented test results? | yes | [ ]  | no | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.3 | Do you monitore and test periodic inspection equipment? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.4 | Is there a batch splitting? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.4.1 | Is there a guarantee on retraceability of pieces? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
| 2.4.2 | Are you ready to deliver certificated goods to confirm the Q-requirements? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
| 2.4.3 | Is it possible to draw up the initial sample test report? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | If so, according to which requirements? | VDA | [ ]  | QS 9000bzw. PPAP | [ ]  |
|  |  |  |  |  |  |
|  |  |  |  | other | [ ]  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 2.5 | Do you execute risk analysis (FMEA, Ishikawa, …)? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.6 | stocking, packaging |  |
|  |  |  |
|  | Are there special rules for |  |
|  |  |  |
|  | - handling with sensitive products? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | - storage of products? | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | - packaging? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 2.7 | What kind of product certificates are available?(Please enclose a copy) |  |
|  |  |  |
|  | * UL
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * VDE
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * CE
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * other
 |       |

1. **Environment and employment protection**

|  |  |  |
| --- | --- | --- |
| 3.1 | Do you execute an environmental management system? |  |
|  |  |  |
|  | * EMAS
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * DIN EN ISO 14001
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * other
 |       |
|  |  |  |
|  |  |  |
| 3.2 | Do you have another management system, which includes inclincHaben Sie in Ihrem Unternehmen ein anderes Management- |  |
|  | employment protection and environment protection? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
| 3.3 | Are employment protection issues and environment protection issues components in your production scheduling? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 3.4 | Have you got a representative for employment protection and environment protection? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
| 3.5 | Do you assume responsibility in matters of healthiness and safety towards your employees? |  |  |  |  |
|  |  | yes | [ ]  | no | [ ]  |
|  |  |  |
| 3.6 | Are there regular instructions for employees about the topic ‚safety at work‘? |  |  |  |  |
|  |  | yes | [ ]  | no | [ ]  |
| 3.7 | Which statutory requirements do you comly with? |  |  |
|  |  |  |  |
|  | * REACH
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * RoHS
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * ChinaRoHS
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * Conflict Minerals
 | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |
|  | * other
 |       |
|  |  |  |

1. **electronic data exchange**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 4.1 | Is telecommunication possible?  | yes | [ ]  | no | [ ]  |
|  |  |  |
|  | If so, which one? | VDA | [ ]  | EDIFACT | [ ]  |
|  |  |  |
|  |  |  |  | others | [ ]  |
|  |  |  |
|  |  |  |  |  |  |
| 4.2  | Do you work with web-portals (for example supply on)? | yes | [ ]  | no | [ ]  |
|  |  |  |  |  |  |

1. **Risk Management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5.1 | Is there a documented risk management? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 5.2  | Who is responsible for it? |       |
|  |  |  |
| 5.3 | Do you have an emergency plan? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 5.4 | Do you have a business continuity plan? | yes | [ ]  | no | [ ]  |
|  |  |  |
| 5.5 | Do you have a material damage insurance?(If yes, please indicate the associated insurance amount)  | yes | [ ]  | no | [ ]  |
|  |  Amount: |       |
| 5.6 | Do you have a business interruption insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |
| 5.7 | Do you have a business liability insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |
| 5.8 | Do you have a product liability insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |
| 5.9 | Do you have an expanded product liability insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |
| 5.10 | Do you have an environmental liability insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |
| 5.11 | Do you have a callback insurance?(If yes, please indicate the associated insurance amount) | yes | [ ]  | no | [ ]  |
|  | Amount: |       |

1. **Other**

|  |  |  |
| --- | --- | --- |
| 6. | What else do you want to tell us...?! (for example helpfull suggestions) |  |
|  |       |  |
|  |       |  |
|  |       |  |
|  |       |  |
|  |       |  |
|  |       |  |
|  |       |  |

|  |  |  |
| --- | --- | --- |
|       |  |  |
| vendor |  |  |
|       /       |  |       |
| place / date |  | signature |