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 9000  bzw. 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) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

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