**1. General information about the company**

* 1. **Company address**

|  |  |
| --- | --- |
| Company name |  |
| Address |  |
|  |  |
| Telephone |  |
| Fax |  |
| Website |  |
| Email |  |
| VAT ID no. |  |

**1.2 Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Telephone** | **Fax** | **Email** |
| Company management |  |  |  |  |
| Sales |  |  |  |  |
| Technology |  |  |  |  |
| Quality manager |  |  |  |  |

**1.3 Number of employees**

|  |
| --- |
|  |

**1.4 Annual turnover**

|  |  |  |
| --- | --- | --- |
| Last year | 2 years ago | 3 years ago |
|  |  |  |

**2. Product range**

|  |
| --- |
|  |
|  |

**3. Quality management system**

**3.1 Is your company certified to one of the standards shown below?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Certified?** | **Valid until:** | **Planned until:** |
| DIN EN ISO 9001 |  |  |  |
| IATF 16949 |  |  |  |
| Other: | |  |  |
|  | |  |  |

* 1. **If you are not certified (as per item 3.1), please answer the following**

**questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a QM manual and process instructions? | Yes |  | No |  |
|  |  |  |  |  |
| Has a QM representative been appointed? | Yes |  | No |  |
|  |  |  |  |  |
| Have a quality policy and quality objectives been defined? | Yes |  | No |  |
|  |  |  |  |  |
| Are internal audits conducted? | Yes |  | No |  |
|  |  |  |  |  |
| Are good receiving inspections, tests in the manufacturing process and final checks performed? (Please skip if not applicable) | Yes |  | No |  |
|  |  |  |  |  |
| Are there written test instructions and are the results documented? | Yes |  | No |  |
|  |  |  |  |  |
| Is there test equipment monitoring? | Yes |  | No |  |
|  |  |  |  |  |
| Are faulty products, and those suspected of being faulty, clearly marked? | Yes |  | No |  |
|  |  |  |  |  |
| Is the management of documents and records controlled? | Yes |  | No |  |
|  |  |  |  |  |
| Is traceability back to your supplier ensured? | Yes |  | No |  |

**4. Environment management and energy management**

**4.1 Is your company certified to DIN EN ISO 14001 and/or to DIN EN ISO 50001?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Planned until: |  |

Other environmental standard:

|  |
| --- |
|  |

* 1. **If you are not certified to ISO 14001 (as per item 4.1), please answer the following**

**questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your company familiar with all the common environmental legislation and regulations relevant to you and do you comply with them? | Yes |  | No |  |
|  |  |  |  |  |
| Have you defined objectives for improving environmental protection in your company and document their fulfilment? | Yes |  | No |  |
|  |  |  |  |  |
| Do your products, by-products or waste that is generated during production pose a risk to the environment? | Yes |  | No |  |
|  |  |  |  |  |
| Do you try to improve environmental protection at your suppliers and contractual partners? | Yes |  | No |  |
|  |  |  |  |  |

* 1. **If you are not certified to ISO 50001 (as per item 4.1), please answer the following**

**questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your company familiar with all the common energy legislation and regulations relevant to you and do you comply with them? | Yes |  | No |  |
|  |  |  |  |  |
| Have you defined objectives for improving energy protection in your company and document their fulfilment? | Yes |  | No |  |
|  |  |  |  |  |
| Do your products, by-products or waste that is generated during production pose a risk to the environment? | Yes |  | No |  |
|  |  |  |  |  |
| Do you try to improve environmental protection at your suppliers and contractual partners? | Yes |  | No |  |
|  |  |  |  |  |

**5. Emergency management**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does your company have emergency plans? | | | | Yes |  | No |  | |
|  | | | |  |  |  |  | |
| Are measures defined to prevent delivery failures? | | | | Yes |  | No |  | |
|  | | | |  |  |  |  | |
| Have you defined any alternative measures for possible system downtimes? | | | | Yes |  | No |  | |
|  | | | |  |  |  |  | |
| Are alternative suppliers qualified for important primary materials? | | | | Yes |  | No |  | |
|  |  |  | | | | |
| Place / date | Name / role | Signature | | | | |