

1. General information about the company

Company name			
Street			
Postal code / City			
Phone Switchboard		Area code for direct dialing	-
E-mail			
Web-site			
General email-address			
Legal status		Year of establishment	
Corporate affiliation			
Commercial register / No.			
Sum insured			
Shareholder capital			
Owner / Management			

2. Contact

	Name	Tel.- extension	Email (ending as above)
CEO		-	@...
Sales		-	@...
Technology		-	@...
Production		-	@...
Quality		-	@...

3. Company size

Number of employees	current year		Previous year	
of which administration	current year		Previous year	
of which development	current year		Previous year	
of which production	current year		Previous year	
Turnover	Current sales target.		Turnover previous year	
Number of locations	Domestic		Abroad	

4. Bank details

Name of the bank	
Bank sort code	
Account number	
IBAN-number	

5. Products / Technology

Industry	
Product range	
Technology	
Purchased technology	
Number of layers	
References	
Strengths	

6. Quality management-system

Directive	Date of last certificate	Certification by:	In planning until:
EN ISO 9001:2015			

7. Further certifications

	Directive	Date of last certificate	Certification by:
Environment	ISO 14001:2015		
Security	TISAX		
Security	ISO 27001		

8. Supplier audit by customer

Which customer?	When?	Directive?	Classification?

9. Quality management (for certified QM system, see 6., please do not answer)

	No	Yes
Is there a company-wide concept for quality assurance and promotion?	<input type="checkbox"/>	<input type="checkbox"/>
Have they appointed an employee as quality representative?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented QA system (manual)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there work and process instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Do you carry out internal audits in your company and are they documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is the creation, release, distribution and modification of documents regulated?	<input type="checkbox"/>	<input type="checkbox"/>
Is it ensured that the client is informed in case of deviations?	<input type="checkbox"/>	<input type="checkbox"/>
Are your customers notified of changes and product discontinuations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
Do you subject deliveries to a documented final inspection before delivery?	<input type="checkbox"/>	<input type="checkbox"/>
Are used test equipment regularly monitored, calibrated and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a systematic analysis of the causes of errors?	<input type="checkbox"/>	<input type="checkbox"/>
Are targeted corrective and preventive measures introduced on the basis of these?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an established procedure for handling customer complaints?	<input type="checkbox"/>	<input type="checkbox"/>
Are ordered articles possibly also produced by subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>
Are suppliers audited and evaluated?	<input type="checkbox"/>	<input type="checkbox"/>
Does a receiving inspection of the delivered products take place in your company?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a program for employee training?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to grant our employees and customers, after registration, access to your premises for inspection or audits?	<input type="checkbox"/>	<input type="checkbox"/>

10. Code of Conduct

	No	Yes
Besides complying with legal provisions also ethical standard become more and more important especially for medium-sized companies. We require our suppliers to comply with our Code of Conduct. Do you confirm to comply with our Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>