

Supplier's self-disclosure

Quality - Environment – Health and safety



Supplier:	Address:	
Email:	Phone:	Fax:
Product range:		
References:		

Responsibilities	Name	Capacity	Extension
Commercial management:			
Technical management:			
Quality:			
Environment:			
Health and safety:			
Sales:			
Purchase:			
Production:			
Total number of employees:		Thereof in the production:	
Turnover for the last 3 years:	20__:	20__:	20__:
Do you have a product-liability insurance?		yes	no

Do you have a certified:					
Quality Management System (QMS)?		<i>Norm:</i>	<i>Certifier:</i>	<i>Reg.-No.:</i>	<i>Valid until:</i>
	yes*				
	no				
Environmental Management System (UMS)?		<i>Norm:</i>	<i>Certifier:</i>	<i>Reg.-No.:</i>	<i>Valid until:</i>
	yes*				
	no				
Health and safety Management (AMS)?		<i>Norm:</i>	<i>Certifier:</i>	<i>Reg.-No.:</i>	<i>Valid until:</i>
	yes*				
	no				

* Please send us a copy of the certificate(s).

If all questions concerning the relevant management systems were answered „yes“ the processing of the following questionnaire is not required.

The supplier's self-disclosure has been edited by:

Mrs / Mr:

Capacity:

Place and date

Signature

Questionnaire

1. Organization					
1.1	Does your company have a documented QM system QM - System?	yes	no	According to which standard?	Since when?
	UM - System?				
	AS - System?				
1.2	Is certification planned?	yes	no	expected date?	
	QM - System:				
	UM - System:				
	AS - System:				
1.3	Is a division „quality assurance“ provided?				
1.4	Is this division directly responsible to the management?				
2. Contract review					
2.1	Are procedures and responsibilities laid down for order processing?			yes	no
2.2	Are these clearly regulated by method or process description?				
3. Development					
3.1	Do you practice your own product development?			yes	no
3.2	Is the development process documented?				
3.3	When developing do you also consider safety and environmental aspects?				
4. Documentation					
4.1	Is there a distribution and revision system for drawings, standards, specifications, safety and environmental regulations etc.?			yes	no
4.2	Are procedures and responsibilities clearly regulated in writing?				
5. Procurement					
5.1	Are procedures and responsibilities for procurement set out in writing?			yes	no
5.2	Are also environmental and security-relevant aspects taken into account in the procurement?				
5.3	Is a procedure for the selection, release and evaluation of suppliers set?				
6. Supplied products by contracting authorities					
6.1	Are there regulations for dealing with customer-supplied products / services?			yes	no
6.2	Is the liability for supplied products, tools, forms etc. regulated?				

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Quality - Environment – Health and safety



7. Labelling and traceability		yes	no
7.1	Are there any regulations ensuring the identifiability of products and the assignment to the appropriate contract documents?	<input type="checkbox"/>	<input type="checkbox"/>
8. Production		yes	no
8.1	Are procedures and responsibilities for production specified in writing?	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Are there process descriptions or procedures that govern the flow of production, installation, maintenance etc.?	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Is it ensured that the implementation of the operations and testing activities will be documented?	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Is a preventive maintenance of production equipment carried out?	<input type="checkbox"/>	<input type="checkbox"/>
9. Quality inspection		yes	no
9.1	Are procedures and responsibilities for incoming goods, intermediate and final testing set out in writing?	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Are there process descriptions or procedures available?	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Are the results of a test recorded?	<input type="checkbox"/>	<input type="checkbox"/>
10. Inspection of measuring and testing equipment		yes	no
10.1	Is there a procedure set for the inspection of measuring and testing equipment?	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Are all measuring and testing equipment systematically identified?	<input type="checkbox"/>	<input type="checkbox"/>
11. Inspection status		yes	no
11.1	Is the inspection status of raw materials, semi-finished and finished products visible at all times?	<input type="checkbox"/>	<input type="checkbox"/>
12. Control of non-conforming products		yes	no
12.1	Are non-compliant products identified?	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Is described how to record, store and report defective parts?	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Is the customer always informed about product and schedule variances?	<input type="checkbox"/>	<input type="checkbox"/>
13. Corrective and preventive measures		yes	no
13.1	Are methods described to guarantee the elimination of causes of non-conformance in case of process or product variances?	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Are non-conformance and variances recorded in writing and analyzed?	<input type="checkbox"/>	<input type="checkbox"/>
13.3	Are near accidents and accidents recorded and analyzed and corrective actions implemented?	<input type="checkbox"/>	<input type="checkbox"/>
13.3	Are environmental events recorded and analyzed and corrective actions implemented?	<input type="checkbox"/>	<input type="checkbox"/>

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Quality - Environment – Health and safety



14. Handling, storage, packing, labelling and shipping		yes	no
14.1	Is the handling, packing, labelling, storage, shipping and the load securing set out in writing?	<input type="checkbox"/>	<input type="checkbox"/>
14.2	Are there any procedures and work instructions available?	<input type="checkbox"/>	<input type="checkbox"/>
15. Quality records		yes	no
15.1	Has it been determined what quality records should be maintained and what retention periods apply?	<input type="checkbox"/>	<input type="checkbox"/>
16. Training		yes	no
16.1	Is the qualification for persons with quality-related activities specified in writing?	<input type="checkbox"/>	<input type="checkbox"/>
16.2	Are instructions on the subject of quality, environmental protection and occupational safety documented?	<input type="checkbox"/>	<input type="checkbox"/>
17. After-sales service		yes	no
17.1	Is the handling and processing of customer complaints regulated in writing?	<input type="checkbox"/>	<input type="checkbox"/>