

SUPPLIERS-QUESTIONNAIRE

1. Information about the company

1.1 Name of company:

Type of company: _____

Date of foundation: _____

Main residence: _____

Executive board/Owner(s) _____

Turnover in total (of the last 3 years): _____

- Domestic (of the last 3 years) _____

- Export (of the last 3 years - value and main countries) _____

1.2 Factory:

Address:

Telephone: _____ Telefax: _____ Email: _____

Management commercially: _____

Management technically: _____

Responsible for:

Sales: _____

Order handling: _____

Production: _____

Quality: _____

Research + Development: _____

Total of industrial/commercial employees: _____ / _____

Tariff agreements: _____

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1.3 Please enclose general description of company and factory

Is enclosed:

yes no

1.4 Please kindly enclose the organisation chart of the company and factory.

Is enclosed:

yes no

1.5 What type of computer system do you have?

2. Commercial/Technical Topics

2.1 Response time to inquiries:

- for standard parts / materials

- for special parts / materials

2.2 Order Acknowledgements (form, time of response)

2.3. Production programme and delivery time

Please kindly describe your production programme (article groups) and mention the corresponding delivery time:

Article Group/ Material	Valid norm	Delivery time in weeks	Time of transport Seafreight / Airfreight
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2.4 To whom do you already supply these or similar products in series (Key Accounts/Competition of our company in Germany)?

Article Group	Country/Company
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

2.5 Materials/Coatings (e.g. zinc, etc.) - thickness of the laminate/coating for each product

Which materials and coatings do you process?

2.6 Production costs of your products?

Share of material costs ----- %
Share of labour costs ----- %
Share of set up costs/set up time -----
Share of overhead costs ----- %

2.7 Packaging (standard units, Europallets, boxes) / labelling / barcoding

2.8 Minimum order quantity/value (per article group, material, etc.)

2.9 Terms of payment/delivery

Our standard: payment after 20 days of receipt of the goods, 3% discount, CIF

2.10 Availability of price lists / calculation tools (for products, materials, treatments)

3. Production Facilities

3.1 Describe the equipment of your machinery park.

Which type of machine/process do you use for surface treatments/coating

Which type of machine/process do you use for heat treatment

Wich type of machine/process do you use for production of parts (age)?

4. Quality aspects

4.1 What kind of Quality Control System do you have?

(DIN/ISO 9000, QS 9000, MIL-Q-9958, ANSI/ASME NQA1, KTA 1401 etc.)

4.2 Can goods be dispatched without approval of the Quality Control?

Yes _____ no _____

4.3 Which terms do you use when you talk about defect frequency?

% % AQL others

4.4 Are you prepared to agree upon a "zero defect programme" for our orders?

yes no

4.5 Is the Quality Control System described in a Quality handbook?

Please send a copy.

yes no

4.6 Does the Quality Control have the possibility to intervene directly in the production process?

yes no

4.7 Are the characteristics and the extent of inspections written down in inspection instructions?

yes no

4.8 Are quality standard cards being kept for certain inspection characteristics?

yes no

4.9 Please inform us about your test methods of your finished products and materials.

4.10 Is it usual for all relevant information regarding planned changes of a product (material and production process) to be forwarded to your customers before introduction?

Change in : unusual usual securely approval is regulated being collected

Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.11 Is a FMEA being performed in your company before starting a new production?

yes no

4.12 Are the results of the process control being

recorded and analysed regularly?

yes

no

4.13 Can the inspection records of the process controls with number and type of defects be handed over

yes

no

4.14 Is it possible to issue material certificates for shipments (e.g. FQA)

yes

no

4.15 Can you certify by means of a certificate the correct inspection with indications to details (as per agreement) for each delivery (documented quality)?

yes

no

4.16 Please describe your quality strategy or policy?

4.17 Please inform us about number and qualification of your employees engaged in the Quality Control.

4.18 Who is responsible for the quality of your products?

4.19 To whom does the Manager of the Quality Control report?

4.20 Please list your main suppliers of raw materials and semi-finished parts.

**4.21 Zinc plating (white, blue, yellow) - standard thickness 3 - 5 my - as of grade 10.9 post tempering according to ISO 4042 is absolutely required)
How do you avoid the embrittling of material - especially for galvanized zinc plating**

Do you guarantee that your products do not have material embrittlement ?

4.22 How do you avoid decarbonization of the material skin / surface ?

Do you guarantee that your products do not have decarbonization of the material skin / surface ?

5. Logistics

5.1 Warehouse (_____ m²)

Which articles/dimensions do you keep in stock?

Which raw materials/semi-finished parts do you keep in stock?

5.2 What means of transport do you use (seafreight, airfreight, etc.)

for standard deliveries?

for special shipments?

5.3 Do you have contract with forwarder?

yes no

6. Miscellaneous

6.1 Competitiveness

With which articles do you distinguish yourself from your competitors on the market (trade marks, patents, copy rights, etc.)?

In which product groups are you most competitive and why?

How do you value your image on the market?

6.2 General contract terms

- language
- law
- warranties

6.3 Liquidity

- (Own) Capital resources € _____ % _____
- Loan capital € _____ % _____
- Profit and loss € _____ % _____
- Planned investments € _____

6.4 Currency

Are you able / willing to handle all papers / communication affecting prices e.g. order - acknowledgements, offers, invoices etc. in Euro instead of DM.

If yes as of when ?

6.5 Product liability

Do you have a product liability insurance ?

yes

no

If yes, pls. attach a copy of your policy.
Copy attached

yes

no

Signature