

Supplier self-disclosure

General information:	
Company name:	
Street:	
Post office box:	
Postal code:	
City:	
Country:	
Phone:	
Fax:	
E-Mail:	
Homepage:	
VAT No.:	
Commercial Register Number:	

Company information:	
Corporate affiliation:	
Year of foundation:	
Product portfolio:	
Number of employees / thereof production:	
Executive board:	
Normal working hours:	
Subsidiaries (country):	
Production facilities (country):	
Turnover:	
Credit Index (self - assessment)	
Percentage of your own value add out of the total manufacturing value?	

Export ratio:	
Export countries:	
Did you take out a liability insurance / product liability insurance? If yes, in the amount of? Please confirm with a copy:	

Contact person:	
Executive board:	
Sales	
Development	
Quality management	

Headcount:	
Total	
Administration	
Sales/ Purchasing	
Development	
Production	
Total QM	

Certifications	
<p>Do you already have a(n)</p> <ul style="list-style-type: none"> • Management Systems like ISO 9001 • Environmental System like ISO 14001 • Management Systems like ISO 50001 • ISO/ TS 16949:2009 • Other <p>If <u>yes</u>, please enclose your certificate.</p> <p>If no, please answer the following questions:</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no <i>(if no, no additional questions need to be answered)</i></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no <i>(if no, no additional questions need to be answered)</i></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no <i>(if no, no additional questions need to be answered)</i></p>

Questions		3 2 1 0				Short description*
		3	2	1	0	
1. Quality Management System						
1.1	Have you already established and documented a quality management system?					
1.2	Do you plan certification in the near future?					
1.3	According to which certification code?					
1.4	Until when do you plan to reach certification?					
1.5	Do you have a quality control department?					
1.6	Does its management report to the company management directly?					
1.7	Has a quality assurance representative been assigned and is he member of the company management?					
1.8	Is a quality-policy clearly defined, documented and communicated?					
1.9	Which information about your QM-system do you provide to your customers?					
1.10	Do you perform internal quality audits?					

3= fulfilled / 2= partly fulfilled, acceptable / 1= not fulfilled (short statement resp. planned measures!) 0= not necessary, short statement, if necessary please use verso for comments

Questions		3 2 1 0				Short description*
		3	2	1	0	
2. Environmental Management System						
2.1	Have you already established and documented an environmental management system?					
2.2	Do you plan certification in the near future?					
2.2.1	According to which certification code?					
2.2.2	Until when do you plan to reach certification?					
2.3	Is your environmental policy appropriate to consider the possible influence of your products to environmental pollution and reduce risks?					
2.4	Is the evaluation of the environmental aspects transparent and comprehensible?					
2.5	Is the compliance regularly evaluated?					
2.6	Is the employee's knowledge, in particular in environmental law, sufficient?					

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Questions	3 2 1 0				Short description*
	3	2	1	0	
3. Procurement					
3.1	Are specifications for the purchasing products available?				
3.2	Do you perform periodic audits at your suppliers? If yes, in what sequences?				
3.3	Do you perform periodic supplier ratings?				
3.4	Do you ensure the quality of your purchased parts by receiving tests or test certificates?				

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Questions	3 2 1 0				Short description*
	3	2	1	0	
4. Manufacturing / Process control					
4.1	Do you specify manufacturing parameters and do you monitor them during the manufacturing process? Please give a short description				
4.2	Do you record, collect and evaluate process data?				
4.3	Do you inform your customers about revisions/changes of materials/manufacturing methods/sites?				
4.4	Which inspections do you perform during manufacturing and before dispatch?				
4.5	Do you regularly maintain your production equipment and tools?				

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Questions	3 2 1 0				Short description*
	3	2	1	0	
5. Inspections / Inspection Device					
5.1	Do you have written quality control plans for receiving inspection, in-process inspection and final inspection?				
5.2	Do you record, collect and analyse the test data?				
5.3	Do you perform and record in-process inspections during manufacturing?				
5.4	Is a systematic control of inspection devices performed and documented?				

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Questions		3 2 1 0				Short description*
		3	2	1	0	
6. Handling of defect products						
6.1	Do you have clear regulations referring separation and marking of defect products?					
6.2	Do you have designated areas for rejected products (quarantine areas)?					
6.3	Did you define authorization for exceptional approvals?					
6.4	Do you eliminate repetitive errors by respective measures?					

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Questions		3 2 1 0				Short description*
		3	2	1	0	
7. Handling, Storage, Packing and Dispatch						
7.1	Do you have clear regulations concerning packing and marking of stored products?					
7.2	Do you control maximum storage time (for example FIFO)?					
7.3	Do you have procedures/guidelines concerning packaging of your products (also for in-house transports)?					

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Questions		3 2 1 0				Short description*
		3	2	1	0	
8. Complaints						
8.1	Do you record, collect and evaluate customer complaints					

*Evaluation (Please tick where applicable)

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Please inform us about relevant changes of your data!

Confirm the accuracy of the information	
Name/ Department:	
Date/ Signature:	

**Please return the completely filled questionnaire to the purchasing/ metal purchasing department of
HAUG GROUP.**