Supplier self-assessment

Definition: Supplier self-assessment regarding master data, organization and quality.

Purpose: Base for the first evaluation of the supplier.

1. General data:

Company Name	
Legal Structure	
Ownership Structure	
Commercial Register No. / registered since	
Street and Number	
PO Box	
Zip Code and City	
Country	
Phone	
Telefax	
E-Mail	
Homepage	

2. Responsible contacts

Department:	**Name:**	**E-Mail:**	**Phone No.**
CEO			
Quality Management			
Sales			
Purchasing			
R&D			
Engineering			
Customer Service			
Production			

3. Information on human recourses / additional facilities

Total employees	
Sales	
Purchasing	
R&D / Engineering	
Quality Management	
Administration	
Production	
Site extensions / additional facilities	

4. Bank data:

Name / Address	
BIC	
IBAN	
Bank Account No.	
VAT ID No.	
Customs No. /EORI-No.	
Terms of Payment	
Terms of Delivery	

5. Turnover and insurances:

Turnover	**Actual**	**Year-1**	**Year-2**	**Year-3**
Margin in %				
Do you have product liability insurance? If YES, please include the amount for: • Property damage: EUR • Personal injury: EUR • Product- financial losses: EUR				☐ YES ☐ NO

6. Information on QM/QA-System:

1. Does your company have a certified Quality- and/or Environmental-Occupational Safety Management System according to ISO 9001, ISO/TS 22163 (IRIS), ISO 14001, ISO 45001 or comparable standards? IF NO, continue with 3 otherwise with 2.	☐ YES ☐ NO
2. Which accredited certification body has your Management System certified? (Please add a copy form the certificates) Norm: Norm: Certification body: Certification body: Certificate valid until: Certificate valid until: Norm: Norm: Certification body: Certification body: Certificate valid until: Certificate valid until:	☐ YES ☐ NO
3. Does your company have additional manufacturing- /product or process related certificates (EN 15085, EN 17460, DBS 918340…)? (Please add a copy form the certificates) Norm: Norm: Classification: Classification: Certificate valid until: Certificate valid until: Norm: Norm: Classification: Classification: Certificate valid until: Certificate valid until:	☐ YES ☐ NO
4. Does your company have a Quality Manual including documented process descriptions and procedures for quality assurance? Are you willing to submit it?	☐ YES ☐ NO ☐ YES ☐ NO
5. Does your company have implemented contingency plans to ensure delivery capability even in exceptional cases (e.g. machine defect, IT breakdown, fire, …)?	☐ YES ☐ NO
6. Do you carry out contract and feasibility reviews in the offer phase? If NO, how can you ensure that the requirements are met?	☐ YES ☐ NO
7. Does the review also include utilization and capacity analysis?	☐ YES ☐ NO

8. Will you inform your customers in a defined way about changes/variations that are relevant to the nature or characteristics of the products or services you offer? If NO, why not?	☐ YES ☐ NO
9. Do you also transfer the requirements and contractual conditions we impose on you to your suppliers? If NO, how can you ensure that the requirements are met?	☐ YES ☐ NO
10. Are your suppliers audited, approved and continuously/ systematically measured on their quality and performance?	☐ YES ☐ NO
Are the assessment results documented, reviewed and, if necessary, measures derived?	☐ YES ☐ NO
11. Do you systematically inspect incoming goods and document or record the test results? If NO, how can you ensure that the requirements are met?	☐ YES ☐ NO
12. Do you perform First Article Inspections (according or similar to VDA 6.2)?	☐ YES ☐ NO
13. Do you perform systematic quality inspections based on inspection plans in your manufacturing process (intermediate- final and outgoing inspections) and are the results recorded?	☐ YES ☐ NO
14. Do you create test certificates (2.2, 3.1 according to EN 10204) or quality reports and submit it to with deliveries if required?	☐ YES ☐ NO
15. Do you have a definition of how long quality-related documents and records are archived?? If NO, how long they will be archived?	☐ YES ☐ NO
16. Is a documented procedure in place to ensure that products which do not meet the requirements can't be used inadvertent, further processed or delivered?	☐ YES ☐ NO

17. Do you have a system implemented that ensures the traceability from raw material to the final- delivered product? If NO, how else traceability can be ensured?	☐ YES ☐ NO
18. Do you have a test- and measuring equipment management?	☐ YES ☐ NO
19. Do an accredited body calibrate the testing and measuring equipment regularly according to valid standards? If NO, please describe your procedure!	☐ YES ☐ NO
20. Do you have a documented process/procedure in place for defect and complaint management? If NO, please describe your procedure!	☐ YES ☐ NO
21. Do you use quality tools (e.g. 5WHY, 8D, …) for root cause analysis? If NO, which methods are used?	☐ YES ☐ NO
22. If necessary, do you allow a person appointed by our company to carry out an audit? Even after prior arrangement with the participation of our customer?	☐ YES ☐ NO ☐ YES ☐ NO

7. **References (5 largest customers and percentage of turnover):**

8. **Product portfolio:**

9. **In-house manufacturing technologies and processes as well as outsourced once:**

10. **Which software and date programs do you use (Operational-, ERP-, CAD-, CAQ system, …) and with which file formats you can work with?**

11. **Data security:**

We agree that the noted information will be saved on data carriers at Seisenbacher. We assure that the information will not be passed onto third parties.

Company:	Name:	Date and signature:
		_____