|  |  |  |
| --- | --- | --- |
|  Company: |       | **1.0** |
| Street: |       | Tel.: |       | **1.1** |
| Zip code, city: |       | Fax: |       |
| P.O. Box: |       | E-Mail: |       |
| Country: |       | Internet: |       |
| Company status: |       | Number of producinglocations: |       |
| Number of domestic agents |       | Number of foreign agencies: |       |
| tax identification number |       | Bank: |       |
| IBAN: |       | SWIFT-Code (BIC): |       |
| Product range: |       |
| Division: | Contact person: | E-Mail | Direct dial: | No. of employees |  |
| General Management: |       |       |       |       | **1.2** |
| Sales: |       |       |       |       |
| Development: |       |       |       |       |
| Production: |       |       |       |       |
| Quality Management: |       |       |       |       |
| Materials Management: |       |       |       |       |
| Total employees: |       | **1.3** |
| Company turnover in the last three years: | Year:      Turnover:       | Year:      Turnover:       | Year:      Turnover:       |  |
| How do you ensure compliance with human rights legislation in your company? |       |  |
| Has a QM system been introduced in your company? | yes: |       | no: |       | **1.4** |
| Has an EM system been introduced in your company? | yes: |       | no: |       |  |
| Is your company certified? | yes: |       | no: |       | **1.5** |
| If so, according to which standard(s)? |       |
| If not, do plans exist to obtain certification? | yes: |       | no: |       |  |
| Would you permit us to perform an audit in your company? | yes: |       | no: |       | **1.6** |

|  |  |
| --- | --- |
| **Subcontractors** | **2.0** |
| Number of subcontractors: |       | **2.1** |
| Do you perform regular assessments of your subcontractors? | yes | [ ]  | Description of realizition:      | **2.2** |
| partially | [ ]  |
| no | [ ]  |
| Do you perform receiving inspections of delivered products? | yes | [ ]  | Description of realizition:      | **2.3** |
| partially | [ ]  |
| no | [ ]  |
| Are NC.-Reports communicated with the Subcontractors and the corrective action checked? |       | **2.4** |
| **Measuring and monitoring devices** | **3.0** |
| Which measuring and monitoring devices exist in your company?e.g. 3-D measuring machine Function test rig Material testing devices EMC test station |       | **3.1** |
| Does regular control of measuring and monitoring devices take place? | yes | [ ]  | Description of realizition:      | **3.2** |
| partially | [ ]  |
| no | [ ]  |
| **Prevention** | **4.0** |
| Are tests and inspections planned, documented and archived? | yes | [ ]  | Description of realizition:      | **4.1** |
| partially | [ ]  |
| no | [ ]  |
| Are non-conformance and failure quotas regularly determined? | yes | [ ]  | Description of realizition:      | **4.2** |
| partially | [ ]  |
| no | [ ]  |
| Is preventive maintenance performed on production facilities? | yes | [ ]  | Description of realizition:      | **4.3** |
| partially | [ ]  |
| no | [ ]  |
| Are regular machine capability studies performed? | yes | [ ]  | Description of realizition:      | **4.4** |
| partially | [ ]  |
| no | [ ]  |
| Is the answer of a NC.-Report in form of an 8D-Report? | yes | [ ]  | Description of realizition:      | **4.5** |
| partially | [ ]  |
| no | [ ]  |
| **Development** | **5.0** |
| Are developments systematically planned, documented, released and archived (e.g. FMEA, QFD etc.)? | yes | [ ]  | Description of realizition:      | **5.1** |
| partially | [ ]  |
| no | [ ]  |
| **Production** | **6.0** |
| Which production technologies do you use? |       | **6.1** |
| What is the average age of your production machines? |       | **6.2** |
| Which ESD measures are implemented in your company?.only required when processing components at risk from electrostatic discharge |       | **6.4** |
| Are your products marked at every stage of the realization process?Progress, reworking, scrap | yes | [ ]  | Description of realizition:      | **6.5** |
| partially | [ ]  |
| no | [ ]  |
| Are your products unambiguously identifiable?Part numbers, serial numbers | yes | [ ]  | Description of realizition:       | **6.6** |
| partially | [ ]  |
| no | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does product liability insurance exist to cover potential damage? | yes | [ ]  | Description of realizition:       | **6.7** |
| partially | [ ]  |
| no | [ ]  |
| Does a workload planning, work preparation and production planning system exist to secure the delivery reliability?  | yes | [ ]  | Description of realizition:       | **6.8** |
| partially | [ ]  |
| no | [ ]  |
| **Logistics** | **7.0** |
| Delivery cycles: | daily | [ ]  | Description of realizition:       | **7.1** |
| weekly | [ ]  |
| flexile | [ ]  |
| Just in time: | yes | [ ]  | Description of realizition:       | **7.2** |
| partially | [ ]  |
| no | [ ]  |
| Exchange containers:(Kanban) | yes | [ ]  | Description of realizition:       | **7.3** |
| partially | [ ]  |
| no | [ ]  |
| Processing through service providers (e.g. C part management): | yes | [ ]  | Description of realizition:       | **7.4** |
| partially | [ ]  |
| no | [ ]  |
| Consignment stock: | yes | [ ]  | Description of realizition:       | **7.5** |
| partially | [ ]  |
| no | [ ]  |
| **Environmental management** | **8.0** |
| Is an up-to-date hazardous materials index maintained? | yes | [ ]  | Description of realizition:       | **8.1** |
| partially | [ ]  |
| no | [ ]  |
| Do you use exclusively environmentally compatible packaging material? | yes | [ ]  | Description of realizition:       | **8.2** |
| partially | [ ]  |
| no | [ ]  |
| Do you use reusable packaging? | yes | [ ]  | Description of realizition:       | **8.3** |
| partially | [ ]  |
| no | [ ]  |
| **Continious improvement process (CIP)** | **9.0** |
| Has a continuous improvement process been introduced in your company? | yes | [ ]  | Description of realizition:       | **9.1** |
| partially | [ ]  |
| no | [ ]  |
| **Additional notes:** |  |
|       |  |
| **completed by:** |       | **Date:** |       |  |
| **obtained by:** |       | **Date:** |       |  |