

**Supplier self declaration
Questionnaire for Quality Management**

The questionnaire shall be used to rate the quality level of suppliers, eventually as preparation for an audit of suppliers and their quality management.

Please answer all questions. Appl..... can be made at the end of the questionnaire.

All given information will be treated confidentially and only for internal purposes.

1. COMPANY DATES

1.1 Address

Name of company _____

Section _____

Street _____

Place, Postal code _____

Phone _____

Fax _____

E-Mail _____

Different factories
(Name and place) _____

Part of group _____

1.2 Responsible contact

	Name	Phone extension
General Management	_____	_____
Quality Management	_____	_____
Sales	_____	_____
Procurement	_____	_____
Production	_____	_____
Technical Department	_____	_____
Service	_____	_____

**Supplier self declaration
Questionnaire for Quality Management**

- 1.3 Amount of employees _____
- 1.4 Sales _____ Mio. €
- 1.5 Investments of current year _____ Mio. €

2. INFORMATION ABOUT RANGE OF PRODUCTS OR PERFORMANCE

2.1 Range of products – Please shortlist directory to online catalogue.

2.2 Production / Machining processes – Please shortlist production and machining process you offer.

2.3 Materials – Please shortlist which raw material you can process/machine.

2.4 Sub-supplier – Do you transfer parts of your production process/machining to sub-suppliers?

- | | | |
|-------------|------------------------------|-----------------------------|
| Development | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Design | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Machining | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Assembly | yes <input type="checkbox"/> | no <input type="checkbox"/> |

2.5 Documents

Do you supply any documents to your customers like initial sampling inspection, certificate of conformity, inspection certificate etc.?

- yes no



2.6 References – Please give us a short list of references where you have supplied.

3

MANAGEMENT-SYSTEMS

3.1 Quality Management

3.1.1 Have you got certified quality management system?

yes Which? ISO 9000 _____ Version _____
valid until _____ certified by _____

(You ticked "YES"; then go on with 3.2)

no *(Please continue with 3.1.2)*

3.1.2 Are you doing contract reviews?

yes no

3.1.3 Are your quality requirements agreed in written form with your supplier?

yes no

3.1.4 Have you got a list of audited suppliers?

yes no

3.1.5 Incoming goods

Are you verifying incoming goods?

yes no

3.1.6 Are you doing a quality control for defined parts?

yes no

Supplier self declaration
Questionnaire for Quality Management

3.1.7 Are your measurement and test equipment regularly monitored?

yes no

3.1.8 Are you working with inspection plans in you production?

yes no

3.1.9 Are you making sure that by an internal proceedure at claims and all deviations from the specification measurements are introduced to avoid mistakes?

yes no

3.1.10 Are you doing a final inspection of your products before delivery?

yes no

3.1.11 Are you training your staff re quality issues?

yes no

3.1.12 Are you proceeding internal audits?

yes no

3.2. Information about environmental management

Have you got a certified environmental management system?

yes no

ISO _____

4. ADDITIONAL INFORMATION

4.1 Have you got a claim management?

yes no

4.2 Have you got monitoring of delivery dates?

yes no

Supplier self declaration
Questionnaire for Quality Management

4.3 Which Software are you using?

ERP

CAD

CQ

4.4 Which certifications and approvals have you got?

4.5 Miscellaneous amendments

This questionnaire has been answered by:

Name _____

Department _____

Phone / extension _____

Fax _____

Date _____