Supplier self-assessment

1. General information about the company

Company name	
Street	
Postal code / City	
Phone Switchboard	Area code for direct dialing —
E-mail	
Web-site	
General email-address	
Legal status	Year of establishment
Corporate affiliation	
Commercial register / No.	
Sum insured	
Shareholder capital	
Owner / Management	
VAT number	
Terms of payment	

2. Contact

	Name	Tel.- extension	Email (ending as above)
CEO		-	@...
Sales		-	@...
Technology		-	@...
Production		-	@...
Quality		-	@...

3. Bank details

Name of the bank	
Bank sort code	
Account number	
IBAN-number	

Supplier self-assessment

4. Company size

Number of employees	current year		Previous year	
of which administration	current year		Previous year	
of which development	current year		Previous year	
of which production	current year		Previous year	
Turnover	Current sales target.		Turnover previous year	
Number of locations	Domestic		Abroad	

5. Products / Technology

Industry	
Product range	
Technology	
Purchased technology	
Number of layers	
References	
Strengths	

6. Certifications

Directive	Date of last certificate	Certification by:	In planning until:
DIN EN ISO 9001			
ISO 14001			
TISAX			
ISO 27001			

Supplier self-assessment

7. Supplier audit by customer

Which customer?	When?	Directive?	Classification?

8. Organization

	No	Partl.	Yes
Is there a company-wide concept for quality assurance and promotion?	☐	☐	☐
Have they appointed an employee as quality representative?	☐	☐	☐
Do you subject deliveries to a documented final inspection before delivery?	☐	☐	☐
Is there an established procedure for handling customer complaints?	☐	☐	☐
Are ordered articles possibly also produced by subcontractors?	☐	☐	☐
Is an information security system defined and documented?	☐	☐	☐
Is there a information security manual	☐	☐	☐
Is your IT security subject to regular assessment and optimization (IT audits, penetration tests, network security?	☐	☐	☐
Is physical security ensured by access control?	☐	☐	☐
Do you involve your employees and subcontractors in information security management (training, confidentiality clauses, contracts)?	☐	☐	☐
Are you prepared to grant our employees and customers, after registration, access to your premises for inspection or audits?	☐	☐	☐

9. Code of Conduct

	No	Yes
Besides complying with legal provisions also ethical standard become more and more important especially for medium-sized companies. We require our suppliers to comply with our Code of Conduct. Do you confirm to comply with our Code of Conduct?	☐	☐