



Supplier Self Assessment

August Vormann GmbH & Co. KG



Supplier Self Assessment

Dear Sir or Madam,

Enclosed you will find the supplier self-assessment form. Please complete it in its entirety and return it to us together with the the relevant documents so that we can register you as a supplier.

We also ask you to send us all necessary documents, copies and documentation within 10 days.

What we need from you:

- **Certificates**
- **Completed supplier self-assessment form**
- **Signed Code of Conduct**

All information in this questionnaire are binding!

Yours sincerely

General supplier information



1 Supplier information

Company and address	Foundation:	
	Sector:	
	VAT - No.	
	Phone:	
	E-Mail:	
	Website:	

Processor: _____

Position: _____

Total number of employees:	
Thereof in production:	
Thereof in administration:	
Thereof in QM:	
Trainees:	
Share of skilled workers:	

Do you employ agency workers? Yes No

What is the percentage of the total number of employees: _____

Contact partner	Management	Sales	Procurement	R & D	Manufacturing	Logistics	QM
Name:							
Telefon:							
Fax:							
E-Mail:							

Business Languages Yes No

English:

German:

Others: _____

Yes No

Do you have your own R&D area?

Do you have your own tool shop?

Does your company have its own materials laboratory?

Do you have a program for scheduled employee training?

Name reference customers in Germany, if available:

General supplier information



2 Financial information

Total turnover	Export in %	Main customer	Turnover	Country
Plan year				
Year -1				
Year -2				
Year -3				

Does your company have an export license?

Yes

No

Main products	Main customer	Turnover in the last year	Quantity last year

Bank account

Bank:	
SWIFT-Code:	
IBAN No.:	
Tax office:	

Terms and conditions of purchase

Terms of payment:	
Terms of delivery:	

Additions / Comments:

Quality management



3 Quality management system details

No.	Questions	Yes	No
3.1	Do you have a certified QM system?	<input type="checkbox"/>	<input type="checkbox"/>
(if "yes", the questions from 3.2 are omitted, if "no", please continue from question 3.1.5)			
3.1.1	If yes: According to which standard is this certified? (Please attach a copy of the certificate)	<input type="checkbox"/>	ISO 9001
		<input type="checkbox"/>	IATF 16949
		<input type="checkbox"/>	VDA 6
		<input type="checkbox"/>	QS 9000
3.1.2	If yes: Which certification organization?		
3.1.3	If yes: Has your company been evaluated by customers?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4	If yes: From which customer and with which result?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5	If no: Are you planning to certify? When?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6	If yes: According to which standard do you plan to certify?	<input type="checkbox"/>	ISO 9001
		<input type="checkbox"/>	IATF 16949
		<input type="checkbox"/>	VDA 6
		<input type="checkbox"/>	QS 9000
3.2	Do you maintain and update a QM system?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.1	If no: Are you planning to introduce a QM system?	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Has your company appointed a QM manager?	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Do you have a QM manual?	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Which preventive QM measures are implemented ?	<input type="checkbox"/>	FMEA
		<input type="checkbox"/>	Audits
		<input type="checkbox"/>	Erstmuster
		<input type="checkbox"/>	(Cp, Cpk)
		<input type="checkbox"/>	
3.6	Do you work with statistical process control (SPC)?	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Do you perform incoming goods inspections?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Do you carry out inspections during production?	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Are there any self-inspections by employees on their own responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Do you systematically identify scrap and rework?	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Do you systematically determine and evaluate defect costs?	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Do you perform an output test?	<input type="checkbox"/>	<input type="checkbox"/>
3.13	Are measuring and test equipment systematically monitored?	<input type="checkbox"/>	<input type="checkbox"/>
3.14	What test equipment do you use for the products you supply to us?		
3.15	Are semi-finished products purchased with material certificate ?	<input type="checkbox"/>	<input type="checkbox"/>
3.16	Is batch separation carried out when storing semi-finished products ?	<input type="checkbox"/>	<input type="checkbox"/>

Additions / Comments:

Production / Logistics



4 Production self-disclosure

No.	Questions	Yes	No
4.1	Which IT systems do you have in use?	<input type="checkbox"/>	PPS /BDE
		<input type="checkbox"/>	CAD
		<input type="checkbox"/>	CAQ
		Sonstige:	
4.1.1	Are the IT systems networked with each other?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Do you have the possibility to carry out material analysis?	<input type="checkbox"/>	<input type="checkbox"/>
	Own laboratory	<input type="checkbox"/>	<input type="checkbox"/>
	External	<input type="checkbox"/>	<input type="checkbox"/>
	No	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Do you develop and distribute your own products?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Do you have product liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Are products from the AV range already being manufactured?	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Do you can produce according to samples / drawings?	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Do you galvanize or coat yourself?	<input type="checkbox"/>	<input type="checkbox"/>
4.8	What surface finishes can you offer?		
4.9	What products can you manufacture? (Strengths / Weaknesses)		
4.10	Do you work according to the First In - First Out principle?	<input type="checkbox"/>	<input type="checkbox"/>

5 Self-disclosure on logistics and purchasing

No.	Questions	Yes	No
5.1	Which delivery conditions do you work with?	<input type="checkbox"/>	EXW
		<input type="checkbox"/>	DDP
		<input type="checkbox"/>	FOB
		Sonstige:	
5.2	Where do you mainly source materials from?	Lokal	
		Europa	
		Asien	
		Global	
5.3	Do you conduct supplier assessments?	<input type="checkbox"/>	<input type="checkbox"/>

Additions / Comments:

Logistics / Purchasing



No.	Questions	Yes	No
5.4	What delivery options do you have?	Just in Time	
		Kanban	
		E-Katalog	

Others _____

Please indicate reference customers for this purpose:

5.5 Which port of dispatch do you use?

5.6 With which forwarder do you cooperate?

5.6 Which interfaces for data exchange in the area of logistics / purchasing do you have?

5.7 What options do you have for labeling goods (e.g. barcode)?

5.8 What payment terms do you use?

5.9	In which currency do you issue your invoices?	<input type="checkbox"/>	€
		<input type="checkbox"/>	US \$
		<input type="checkbox"/>	

5.10 Do you have commercial credit insurance?

Which one? _____

5.11 What kind of pallets do you use? (Type of wood, Funigation)

Environment and Energy



6 Environment and energy management

No.	Questions	Yes	No
6.1	Do you have a certified environmental or energy management system?	<input type="checkbox"/>	<input type="checkbox"/>
if "yes" please skip the questions from 6.2, if "no" please continue from question 6.2			
6.1.1	Which certifications do you have?	<input type="checkbox"/>	1221/2009
		<input type="checkbox"/>	ISO 14001
		<input type="checkbox"/>	ISO 50001
		Sonstige:	
6.1.2	If yes: Which certification organization?		
6.1.3	If no: Are you planning to certify? When?	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	If yes: According to which standard do you plan to certification?	<input type="checkbox"/>	1221/2009
		<input type="checkbox"/>	ISO 14001
		<input type="checkbox"/>	ISO 50001
		Sonstige:	
6.1.5	Does your company have a written environmental or energy policy?	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Are environmental protection and energy management integrated into the quality or occupational safety management system integrated?	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Do you regularly check compliance with legal regulations on environmental protection and energy law?	<input type="checkbox"/>	<input type="checkbox"/>
6.4	For waste management service providers: Is your company certified according to the Ordinance on Specialized Waste Management Operations?	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Are environmental protection and energy efficiency measures audited in your company?	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Does your company regularly examine the environmental impact and potential for increasing energy efficiency?	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Does your company follow written procedures for environmental protection and energy management?	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Does your company document environmental protection and energy efficiency measures and their results documented?	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Have you defined goals in your company to improve environmental protection and energy efficiency and do you document their fulfillment?	<input type="checkbox"/>	<input type="checkbox"/>
6.10	Are your employees regularly informed or instructed on the subject of environmental protection and energy efficiency?	<input type="checkbox"/>	<input type="checkbox"/>
6.11	"Is a packaging waste prevention system in operation? (If yes, please attach evidence)"	<input type="checkbox"/>	<input type="checkbox"/>

Please send the corresponding proofs in a pdf-document

Additions / Comments:

Occupational safety management



7 Occupational safety

No.	Questions	Yes	No
7.1	Do you have a certified occupational safety management system according to ISO 45001?	<input type="checkbox"/>	<input type="checkbox"/>
if "yes" please skip the questions from 7.2, if "no" please continue from question 7.2			
7.1.1	If yes: Which certification organization?		
7.1.2	If no: Are you planning to certify? When?	<input type="checkbox"/>	<input type="checkbox"/>
7.1.3	Does your company have a written occupational health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Is occupational safety management integrated into environmental protection, energy or quality management?	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Do you regularly check compliance with legal regulations on occupational health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Has your company appointed an occupational safety specialist?	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Are your employees supervised by a company doctor?	<input type="checkbox"/>	<input type="checkbox"/>
7.6	Do you conduct regular risk assessments and document them?	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Are there regular instructions on occupational safety for your employees?	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Do you conduct regular audits or inspections for occupational safety?	<input type="checkbox"/>	<input type="checkbox"/>
7.9	Do your employees receive further training in occupational safety? (Occupational safety specialist, qualified persons for machine safety, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
7.10	Does your company have a written occupational health and safety policy?	<input type="checkbox"/>	<input type="checkbox"/>

Please send the corresponding proofs in a pdf-document

Additions / Comments:

CSR / Sustainability Management



8 Corporate Social Responsibility

No.	Questions	Yes	No
8.1	Is there a person in charge of CSR / sustainability in your company?	<input type="checkbox"/>	<input type="checkbox"/>
8.1.1	If yes: Please specify contact person (name, e-mail- phone)		

8.2	Does your company publish a CSR / sustainability report?	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Does your company have a code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Have CSR / sustainability audits been carried out in your company so far?	<input type="checkbox"/>	<input type="checkbox"/>
8.4.1	If yes: Which ones?		

8.5	Does your company have a policy statement on respect for human rights?	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Has your company established CSR/sustainability requirements for suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
8.6.1	If yes: Does your company actively communicate this to suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Does your company have a process for evaluating suppliers against CSR / sustainability criteria?	<input type="checkbox"/>	<input type="checkbox"/>
8.8	Do you determine a carbon footprint for your company (Corporate Carbon Footprint)?	<input type="checkbox"/>	<input type="checkbox"/>
8.9	Does your company have defined targets for reducing CO2 emissions?	<input type="checkbox"/>	<input type="checkbox"/>
8.10	Does your company require suppliers to comply with legal and regulatory requirements for products?	<input type="checkbox"/>	<input type="checkbox"/>

Please send the corresponding proofs in a pdf-document

Additions / Comments:

Confirmation



11 Confirmation

I hereby confirm that the information on this form are complete and correct and that we accept the Code of Conduct of August Vormann GmbH & Co.KG.

Name

Position

Date, Place

Company stamp / Signature