

## QUESTIONNAIRE FOR SUPPLIERS

***Please answer all questions asked, if necessary with "not applicable", but do not leave any questions unanswered!***

After filling in and signing  
please return to:

***Scheidt & Bachmann GmbH  
Purchasing department  
Breite Straße 132  
41238 Mönchengladbach  
Federal Republic of Germany  
Telephone no.: +49 2166 266-0  
Fax no.: +49 2166 266-350  
Internet: <http://www.scheidt-bachmann.de>***

***Supplier no.: \_\_\_\_\_ (to be filled in by S&B)***

**1. Name and address of the supplier****Registered headquarter of the company**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Homepage: \_\_\_\_\_

**Branch office/sales office**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**2. Production sites (plants, if applicable)**

Location: \_\_\_\_\_

Product group: \_\_\_\_\_

Location: \_\_\_\_\_

Product group: \_\_\_\_\_

**3. Group affiliation or ownership structure**

Group: \_\_\_\_\_

Ownership structure (managing directors, shareholders): \_\_\_\_\_

**4. Contact persons of the supplier****Managing Director**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Sales**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Quality assurance**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Sustainability**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Data Protection Officer**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Compliance**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**5. Company size**

Total number of employees: \_\_\_\_\_

**6. Turnover**

Your turnover in the financial years	20 .....	20 .....
in total	_____	_____
export share	_____	_____
with Scheidt & Bachmann GmbH (S&B)	_____	_____
per capita sales in kEUR	_____	_____

**7. Reference list of your main customers**

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**8. Production and capacity planning**

Do you use a PPS system, and if so, which one?

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What is your current (and planned) rate of capacity utilization?

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How high is the S&amp;B share of your capacity at present? \_\_\_\_\_

What capacity can you make available to us? \_\_\_\_\_

What capacity reserves do you have (multi-shift operation, overtime, weekends)?

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Do you practice JIT and consignment deliveries? If so, to what extent and with whom?

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Which dependencies can limit your flexibility (e.g. primary material, bottleneck departments)?

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To what extent are you willing and able to make capacity reservations for S&B?

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Do you exchange data carriers / RDT with customers?

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How much do you invest in production each year?

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## **9. Product liability**

To what extent is your company insured against liability claims under the Product Liability Act - in particular extended product liability for replacement costs? (in % of turnover / in individual cases?) Please provide proof, e.g. copy of insurance policy.

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## **10. Security declaration for Authorized Economic Operators (AEO)**

Is your company an Authorized Economic Operator (AEO)?

☐

Yes:

\_\_\_\_\_  
(Please indicate AEO number)

☐

No. Please complete the attached form (Annex II) "Security Declaration for Authorized Economic Operators (AEO)".

**11. Sustainability**

Does your company have one or more of the following requirements?

- ☐ Ecovadis rating
- ☐ Sustainability report
- ☐ Guideline/strategy for sustainable procurement
- ☐ Other certification in regard to sustainability

Please provide the relevant documents or sources for the specified requirements!

Do you impose sustainability requirements on your suppliers/subcontractors (e.g. code of conduct, questionnaires, cooperations, certificates, audits, etc.)?

- ☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

**Environmental and energy management**

Have you set up an environmental management system (EMS) in accordance with DIN ISO 14001 and/or an energy management system (EMS) in accordance with DIN ISO 50001 that has been validated or certified?

Environmental Management System:

- ☐ Yes \_\_\_\_\_  
(Please enclose a copy of the certificate or the valid environmental management declaration)
- ☐ No

Energy Management System:

- ☐ Yes \_\_\_\_\_  
(Please enclose a copy of the certificate or the valid energy management declaration)
- ☐ No

If not, have you set up another officially recognized management system in your company that takes environmental protection and / or the energy management system into account?

If so, which one(s)?

- ☐ Yes \_\_\_\_\_  
(Please enclose a copy of the certificates)
- ☐ No

If not, have you set targets or standards for environmental and energy management in your company, e.g. in the form of guidelines or similar?

If so, which ones?

\_\_\_\_\_  
(Please attach description or indicate source)

Does your company have specific environmental protection activities in the following areas: electricity, water, waste, paper (e.g. circular economy, biodiversity, green electricity, etc.)?  
If yes: Which ones?

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Does your company record the following GHG emissions (greenhouse gas emissions)?

	Please mark with a cross accordingly	What measures are being implemented to reduce these emissions?
Scope 1		
Scope 2		
Scope 3	Are these: <input type="checkbox"/> estimated or <input type="checkbox"/> calculated?	

### **Conflict minerals**

Is the product your company manufactures or resells free from tin, tantalum, tungsten or gold?  
Please attach report form!

☐

Yes

☐

No: \_\_\_\_\_

(Please attach all relevant documents)

If you previously ticked No, what is your risk management behind this?

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### **German Supply Chain Due Diligence Act (LkSG)**

Are you subject to the legal requirements of the LkSG?

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Yes: \_\_\_\_\_

(Please attach all relevant documents or indicate source)

☐

No

If not, does your company have guidelines on the following topics? If yes, please attach the relevant documents.

Health protection and occupational safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employment, labor law and social protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diversity, anti-discrimination and social inequality	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prevention of child and forced labor	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have human rights been consistently respected in your company in the past?

☐ Yes  
☐ No. Which one? \_\_\_\_\_  
(Please also describe measures to remedy the situation)

Have you set up a complaints management system, e.g. in accordance with the german HinSchG or LkSG or similar?

☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

Do you have a strategy to avoid human rights risks in the supply chain?

☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

Do you have a strategy for transparency in the supply chain (e.g. determining the country of origin, etc.)?

☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

### **Ethics**

Has your company set guidelines or a code of conduct for compliance with certain ethical values?

☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

Do you have an anti-corruption policy?

☐ Yes. Which one? \_\_\_\_\_  
(Please attach description or indicate source)

☐ No

## **12. Information security**

Have you set up an information security system (ISMS) in accordance with ISO/IEC 270001 that is validated or certified?

Information Security System:

- ☐ Yes, \_\_\_\_\_  
(Please attach a copy of the certificate)
- ☐ No

If not, do you have another information security system to protect information in your company?  
Please attach description or indicate source.

\_\_\_\_\_

\_\_\_\_\_

If not, does your company take measures to protect the following information or are these issues regulated?

Classification of information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access control	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cryptography	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical and environmental safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Operating procedures and responsibilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Protection against malware	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Data security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Communication security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Information security in supplier relationships	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dealing with security incidents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Maintaining information security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security requirements for information systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## **13. Software**

Are your products that Scheidt & Bachmann purchases software or do these products contain software?

Do you develop the software yourself?

Do you use third-party software?

Does your software contain open source software?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |



**Supplier**

Location, date \_\_\_\_\_

Name, department \_\_\_\_\_

Signature \_\_\_\_\_

If data is collected on site:

**Scheidt & Bachmann GmbH**

Location, date \_\_\_\_\_

Name, department \_\_\_\_\_

Signature \_\_\_\_\_

**Appendix I. Quality management system**

Have you set up a quality management system in your company in accordance with a standard (e.g. DIN EN ISO 9000 ff.)?

\_\_\_\_\_ Standard \_\_\_\_\_

\_\_\_\_\_

Is your quality management system certified by an accredited body?  
(If yes, please send certificate.)

from: \_\_\_\_\_

If not, do you intend to obtain certification in the short term?

when: \_\_\_\_\_

from: \_\_\_\_\_

If your quality management system is not certified, have you already been audited and rated by other customers (e.g. automotive industry)?

from: \_\_\_\_\_

Classification: \_\_\_\_\_

If your quality management system is not or not yet certified, please answer the questions on the following two pages by ticking the appropriate boxes to give us an impression of your quality management system.

**Please do not leave any question unanswered!**

	Yes	No	In deve- lop- ment	Not appli- cable
<b>Quality management system</b>				
Does your company have a documented management statement on quality policy with the objective and commitment to quality?				
Is the organizational independence of the quality departments guaranteed; does the quality department report directly to the management?				
Does your company have a quality management manual? (If yes, please send it to us.)				
Do quality management procedures exist?				

	Yes	No	In deve- lop- ment	Not appli- cable
Is work in accordance with the QM regulations checked by internal audits?				
Is the suitability and effectiveness of the quality management system reviewed at regular intervals by the management; is this review documented?				
Is there a training plan for employees; is training carried out and documented?				
<b>Quality management in development</b>				
Are plans drawn up that define the responsibilities for development activities (e.g. project plans)?				
Is it checked whether the development results meet the specifications (customer requirements, legal requirements) (e.g. type examination)?				
Are the development results and design changes sufficiently checked and documented (e.g. drawings, parts lists)?				
Is a design failure mode and effects analysis (FMEA) carried out for new developments?				
<b>Quality management for documentation</b>				
Are procedures established for the identification, release and retention of documents?				
Do all documents show the valid status; are there procedures in place to prevent the inadvertent use of invalid documents?				
<b>Quality management in the procurement of purchased parts</b>				
Is there an incoming goods inspection for delivered products based on defined inspection instructions?				
Is there a procedure for the qualification and approval of your suppliers?				
Do you carry out quality audits at your suppliers?				
Is the inspection status of delivered products visible at all times?				
<b>Quality management in production</b>				
Do the production and assembly processes follow documented procedures and instructions?				
Is it ensured that only suitable production equipment is used?				
Are parts and products clearly labeled during the production and assembly process?				
Is the stock inflow/outflow of products based on the FIFO principle?				

	Yes	No	In deve- lop- ment	Not appli- cable
<b>Quality management for audits</b>				
Is the inspection carried out according to defined procedures and instructions?				
Are test results documented and statistically evaluated?				
Can the test results be viewed by the customer on request?				
Is the test status of a product clearly recognizable at all times?				
Is the processing of defective parts subject to a regulated procedure (reworking, special release, scrapping)?				
Are procedures in place to analyze possible causes of defective products and implement corrective actions?				
Do you inform your customers if it is subsequently discovered that faulty products have been delivered?				
<b>Test equipment</b>				
Is it ensured that only test equipment suitable for the test task is used?				
Is the test equipment calibrated according to a defined procedure traceable to national standards?				
<b>Quality management for returns and customer service</b>				
Is there a regulated procedure for recording and evaluating customer complaints?				
Is the processing of returns subject to a regulated procedure?				

**Annex II "Security Declaration for Authorized Economic Operators (AEO)"****Security declaration  
for Authorized Economic Operators  
AEO**

Name (company)

Location

Country

Zip code

Telephone

E-mail

I hereby declare that:

- Goods that are produced, stored, transported, delivered to or accepted by Authorized Economic Operators (AEO) on behalf of AEOs,
  - are produced, stored, processed and loaded at safe operating sites and at safe handling locations
  - are protected against unauthorized access during production, storage, processing, loading and transport
- the personnel employed for the production, storage, processing, loading, transportation and acceptance of such goods are reliable
- Business partners acting on my behalf are informed that they must also take measures to secure the above-mentioned supply chain.

Name of the authorized signatory <sup>1)</sup>

Position

Signature

Date of issue

Company stamp

(if required)

1 Authorization to sign according to commercial register excerpt

This declaration was issued for:

Name (company)

Street

Location

Postal code

Country

Scheidt &amp; Bachmann GmbH

Breite Str. 132

Mönchengladbach

41238

Germany