

SCHIEDT&BACHMANN



**QUESTIONNAIRE
FOR
SUPPLIERS**

**Please answer to all questions, if necessary mark them with „not applicable“;
but do no leave them open!**

After filling in and signing please send back to:

Scheidt & Bachmann GmbH
Purchasing Dpt.
Breite Str. 132
41238 Mönchengladbach
Germany

Tel.: +49 2166 266-0
Fax: +49 2166 266-350
www.scheidt-bachmann.com

Supplier No.: _____ (has to be filled in by S&B)

All figures should be given in US \$

1. Name and address of the supplier firm

Name and headquarter of the company

Name: _____

Street: _____

Place: _____

Phone: _____

Fax: _____

Year of foundation: _____

Homepage: _____

Branch office/Sales office

Name: _____

Street: _____

Place: _____

Phone: _____

Fax: _____

2. Production centers (enclose appendices if necessary)

Place: _____

Product group: _____

Place: _____

Product group: _____

Place: _____

Product group: _____

3. Membership of a group of companies

Group: _____

Status of ownership (managing director, shareholder) _____

4. Supplier firm's contact person

Sales (name, title, phone, fax, e-mail): _____

(in-house service/field service) _____

Quality assurance (name, title, phone, fax, e-mail): _____

5. Description of the range of products (enclose appendices if necessary / homepage)

6. Company size

Number of employees in total: _____

Sales Dpt.: _____

Development/Design: _____

Procurement/Purchasing: _____

Production: _____

Quality Assurance: _____

After-sales Service/Customer Service: _____

7. Turnover

Your turnover in the financial years	20	20
in total	_____	_____
export business (in %)	_____	_____
with Scheidt & Bachmann GmbH (S&B)	_____	_____
turnover per person (in %)	_____	_____

8. Reference list of your main customers

9. Production and capacity planning

Do you use a PPS system; if yes, which one? _____

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

How large is the S&B share in your capacity at present, or _____

What capacity can you make available to us? _____

What capacity reserves do you have? _____

(multiple shift operation, overtime, weekend work) _____

Do you practise JIT and consignment deliveries;
if yes, to what extent and with whom? _____

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

To what extent are you prepared and able to carry out
capacity reservations for S&B? _____

Do you practise the exchange of data carriers / remote
data transmission with customers? _____

How are your annual investments in manufacturing (in US\$)? _____

10. Position on the market

How large is your (relative) market share? _____

What essential parts of your production range are purchased
externally (percentage of the manufacturing depth)? _____

Via which sales channels is your product sold? _____

How much do you spend on R&D (in % of turnover)? _____

Do you have exclusive contracts with customers? _____

What branches are your target markets? _____

How is your turnover subdivided according to branches of
business or market segments? _____

Do you have joint markets with S&B? _____

Do you supply any of S&B's competitors? _____

11. Product liability

To which extend is your company insured for liability claims, especially does the insurance provide coverage within an extended product liability insurance in regard to replacement costs? (in % of turnover / per individual event).

Please provide proof of insurance by submitting a copy of the insurance policy.

12. Product liability

Is your company an Authorized Economic Operator (AEO)?

If yes: Please write down your AEO Number _____

If no: Please fill

13. Environmental / Energy management system

Have you implemented a validated / certified environmental and/ or energy management system?

Environmental management system

Yes, standard and certifier:

_____ (Please attach a copy of the certificate / the official statement)

No

Energy management system

Yes, standard and certifier: _____

(Please attach a copy of the certificate / the official statement)

No

Has your company defined and published any other environmental and/ or energy policies / standards?

Environmental management system

Yes, policy, standard: _____

(Please attach a copy of the certificate / the official statement)

No

Energy management system

Yes, policy, standard: _____

(Please attach a copy of the certificate / the official statement)

No

How are environmental and/ or energy targets defined in your company and how is their achievement guaranteed and documented?

Environmental targets:

Energy targets:

Do you impose any requirements with regard to environmental and/ or energy protection on your suppliers / subcontractors? If so – how do you monitor the environmental and / or energy compliance of your suppliers?

Environmental targets:

Energy targets:

Are there any specific environmental activities in your company with regard to the following components: Energy, water, air, waste, material efficiency? If so, please specify the activities?

Which measures have been taken with regard to the reduction of CO2 emissions for mobility? How are these measures being documented and monitored?

Supplier

Place, date _____

Name, department _____

Signature _____

If data is collected jointly on site:

Scheidt & Bachmann GmbH

Place, date _____

Name, department _____

Signature _____

Annex 1 Quality assurance

Have you set up at your company a quality management system in accordance with a standard (e.g. ISO 9000 ff, KTA, AQAP)?

_____ Standard _____

Has your quality management system been certified by an accredited office?
 (If yes, please send certificate)

by: _____

If your quality management system has not been certified, do you intend applying for certification in the short term?

when: _____

from: _____

If your quality management system has not been certified, have you already been audited and classified by other customers (e.g. the car industry)?

by: _____

Classification: _____

If your quality management system has not been or not yet been certified, please answer the following 25 questions by marking the applicable space with a cross to give us an impression of your efforts concerning quality assurance.

Please answer all the questions!

	yes	no	in develop- ment	not applicable
Quality management system				
Is there at your company a documented management statement on the quality policy, including the objective and the obligation to quality?				
Is it guaranteed that the quality service offices are organizationally independent; is the management directly in charge of quality control?				
Is there a quality management manual at your company? (Please send it to us)				
Are there procedural instructions relating to quality management?				

	yes	no	in develop- ment	not applicable
Is work checked by internal audits in accordance with the quality management rules?				
Does your management check regularly the aptitude and effectiveness of the quality management system? Are those checks documented?				
Do you make training schedules for employees? Do you carry out and document such training programs?				
Quality assurance with regard to development				
Are plans drawn up which lay down responsibilities for development activities (e.g. project plans)?				
Do you check if results of R&D correspond to its initial aims (customer's and/or legal demands)?				
Do you check and document results of R&D and modifications of plans (i.e. drawings and bills of material)?				
Is a design FMEA carried out in the case of new developments?				
Quality assurance with regard to documentation				
Is there an established process that describes identification, publishing and storage of documents?				
Is the applicable date evident in all documents; are there procedures for preventing the mistaken use of invalid documents?				
QA with regard to the procurement of purchased parts				
In the case of products supplied to you, do you carry out an incoming inspection based on inspection instructions?				
Do you have procedures for qualifying and approving your suppliers?				
Do you carry out quality audits at your suppliers?				
Is the test status of delivered products always discernible?				
Quality assurance with regard to production				
Are the production and assembly processes carried out in accordance with documented procedures and instructions?				
Is it guaranteed that only suitable production equipment is used?				
Are parts and products labelled clearly and unambiguously in the production and assembly process?				
In the case of new products, is a process FMEA or something similar carried out during production preparations?				
Do you practise FIFO in your stocks?				

	yes	no	in develop- ment	not applicable
Quality assurance with regard to tests and inspections				
Are tests and inspections carried out in accordance with fixed procedures and instructions?				
Do you document and interpret examination results?				
Can the test and inspection results be examined by the customer upon request?				
Is the test and inspection status of a product clearly recognizable?				
Do you have fixed a procedure for subsequent work to be done? (Retouching work, special release, scrapping?)				
Have procedures been introduced for analyzing possible causes of faulty products and for carrying out corrective measures?				
Do your customers inform you if they later discover that you supplied them with faulty products?				
Testing and inspection equipment				
Is it guaranteed that only suitable testing and inspection equipment is used?				
Is the testing and inspection equipment calibrated to national standards in accordance with a fixed procedure?				
QA with regard to returned goods and after-sales service				
Do you have a regulated procedure for recording and evaluating customer complaints?				
Is the processing of returned goods subjected to a regulated procedure?				

Appendix II "Security declaration for authorised economic operators (AEO)"**Security declaration
for authorised economic operators
AEO**

Name (company) _____

Town _____

Country _____

Postcode _____

Telephone _____

Email: _____

I hereby declare that:

- goods produced, stored, transported, delivered to or accepted on behalf of the authorised economic operator,
 - are produced, stored, machined or processed and loaded in secure facilities
 - are protected from unauthorised access during production, storage, machining or processing, loading and transportation
- that the personnel employed for the production, storage, machining or processing, loading, transportation and acceptance are reliable
- business partners who act on my behalf are informed that they must also take measures to ensure that the above named supplier chain is secured.

Name of person authorised to sign ¹⁾ _____

Company stamp

Position _____

(if required)

Signature _____

Date of issue _____

1st person authorised to sign according to extract from commercial register

This declaration was issued for:

Name (company)	Scheidt & Bachmann GmbH
Street	Breite Str. 132
Place	Mönchengladbach
Postcode	41238
Country	Germany