|  |
| --- |
| **Company data** |
| Company name, legal form: |
| Street: |  | Postcode, City: |  |
| Telephone: |  | Fax: |  |
| Internet: |  | Email: |  |

|  |
| --- |
| **Information about the company** |
| Company foundation: |  | Company register No.at the District Court: |  |
| Number of employees: |  | Employeeswith Q tasks: |  |
| Revenue in € in the past year: |  |
| Additional production sites in: |  |

|  |
| --- |
| **Contact**  |
| Sales |
| Surname, forename: |  | Position: |
| Telephone/Fax: |  | Email: |
| Quality management |
| Surname, forename: |  | Position: |
| Telephone/Fax: |  | Email: |

|  |
| --- |
| **Product spectrum**  |
| 1. |  |
| 2. |  |
| 3. |  |

If there is no enough space on the form for your answer, please use the last page or attach additional sheets!

 Yes No

1. Does your company have a certified quality management system according to [ ]  [ ]

DIN EN ISO 9001? If no – continue to 3, otherwise to 2

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When was your management system certified and by

which recognised certification body?

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please add copy)

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your company have a quality management handbook with documented [ ]  [ ]

process descriptions and procedures of quality assurance?

1. Is there an independent body in your company which carries out the [ ]  [ ]

quality management and/or quality assurance?

1. Are your customers notified in a defined way of changes [ ]  [ ]

that are relevant for the quality or properties of the

goods or services they have purchased?

If YES, how is the information given:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there comparable understandings or agreements with your sub- [ ]  [ ]

suppliers regarding changes to products or processes

that are relevant for the quality or properties of the goods or services

they have purchased?

1. Does your company conduct an incoming goods inspection for delivered products, [ ]  [ ]

and are these inspections documented?

If NO, how do you instead ensure that delivered products

conform to the quality requirements?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are your products or services subjected to a final or outgoing inspection [ ]  [ ]

and are the results documented?

1. Do you carry out systematic supplier assessments? [ ]  [ ]

Are the assessment results documented, evaluated [ ]  [ ]

and – if necessary – measures derived from these?

1. Is there a documented procedure which ensures that products [ ]  [ ]

which do not satisfy the quality requirements are excluded from accidental use,

further processing or dispatch?

1. Is there inspection equipment monitoring? [ ]  [ ]
2. Is the inspection equipment regularly calibrated according to the applicable norms? [ ]  [ ]
3. Are special procedures defined for the handling of customer [ ]  [ ]

complaints?

1. Do you have product liability insurance? [ ]  [ ]

If YES, please state the claim cover for

* personal injury EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* property damage EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* product pecuniary losses EUR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Are you willing in principle to manufacture your products according to technical delivery terms [ ]  [ ]

of the customer and deliver them with quality certification?

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are your willing to provide us with QM documents from your company, e.g. QM handbook or [ ]  [ ]

quality-assuring regulations upon request?

1. Are you willing in principle to have a supplier audit carried out [ ]  [ ]

in your company?

1. Do your products conform to [ ]  [ ]

Directive 2011/65/EU of the European Parliament and of the Council

on restricting the use of hazardous materials

in electric and electronic devices.

 Not applicable: [ ]

1. Do your products and their packaging conform [ ]  [ ]

to Article 59(1) of Regulation (EC) No 1907/2006 (REACH).

Not applicable: [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Surname, forename** | **Position** | **Signature** |
|  |  |  |  |

Please send the completed questionnaire by email to: Einkauf@HAUTAU.de