

1 Supplier Data

Supplier Name / Address	Business:	
	DUNS-No.:	
	Tax-ID:	
	Sales Tax-ID:	
	E-Mail:	
	www:	
	Phone:	
	E-Mail for Purchase:	

Responsible Person (Name/Function): _____ **Date:** _____

Signature: _____

Number of Employees:	
Number of Employees in QM / QA:	

Contacts	Senior Management	Sales	Engineering	Production	Logistics	Quality Management
Name:						
Phone:						
Fax:						
E-Mail:						

Main Products	Main Customers	Important Technologies

Financial Account	
Financial Institution:	
SWIFT-Code:	
IBAN No.:	

Conditions of Purchase	
Conditions of Payment:	
Conditions of Delivery:	
Supplier provides Construction:	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, exemption Certificate Exists:	<input type="checkbox"/> yes (attached) <input type="checkbox"/> no
If yes, Address of Local Tax Office:	

2 Finance Data

2.1 Turnover last 3 Years [T€]		2.2 Invest last 3 Years [T€]	
Current Year (Plan)		Current Year (Plan)	

2.3 Insurances	available	not available	Coverage [T€]
Business Interruption			
Product Leability			
Product Recall			

3 General

Questions		Answers	
3.1	Do you have Internet Access (Web-Adress / E-Mail Account)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.2	Do you provide a training program for your employees?	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.3	What is the percentage of hired staff in your serial production?		
3.4	Do you provide an efficient continuous improvement process?	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.5	Which language are you able to use for daily business communication?	<input type="checkbox"/> German <input type="checkbox"/> English <input type="checkbox"/> _____	

Notes / Comments:

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4 Quality Management

Questions		Answers	
4.1	Do your company have a certified Quality Management System? → if "yes", the questions from 4.2 are omitted, if "no" please continue with question 4.1.5	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.1.1	If yes: According to which standard?*	<input type="checkbox"/> ISO 9001 <input type="checkbox"/> IATF 16949 <input type="checkbox"/> VDA 6	
4.1.2	If yes: Who is your certification body?		
4.1.3	If yes: Has your quality management system been evaluated by customers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.1.4	If yes: By which customer and what was the result?		
4.1.5	If not: Does your company have plans for a certification?	<input type="checkbox"/> yes when:	<input type="checkbox"/> no
4.1.6	If yes: According to which standard?	<input type="checkbox"/> ISO 9001 <input type="checkbox"/> IATF 16949 <input type="checkbox"/> VDA 6	
4.2	Does your company have and maintain a quality management system?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.2.1	If not: Does your company have plans for the implementation of a quality management system?	<input type="checkbox"/> yes when:	<input type="checkbox"/> no
4.3	Has your company defined an authorized person for QM?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.4	Does your company identify special characteristics for products / processes?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.5	Does your company work with production control- and inspection plans?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.6	How does your company identify and evaluate process risks, e.g. by using FMEA?		
4.7	Does your company apply the automotive-specific initial sampling procedure acc. to VDA (PPF) or AIAG (PPAP)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.8	Does your company work with Statistic Process Control (SPC)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.9	Does your company have an incoming goods inspection?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.10	Does your company have a serial product inspections?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.11	Does your company have a final goods inspection?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.12	Does your company systematically identify scrap and rework parts?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.13	Does your company regularly evaluate scrap and rework parts?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.14	Does your company systematically define and evaluate failure costs?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.15	Does your company have targets for product and process quality?	<input type="checkbox"/> yes	<input type="checkbox"/> no
4.16	Does your company systematically monitor measuring and testing equipment?	<input type="checkbox"/> yes	<input type="checkbox"/> no

* Please send the corresponding proofs in **one** pdf-document („year“_“company“_“qm“).

5 Internal Quality Audits

Questions		Answers	
5.1	Does your company carry out regular internal quality management audits?	<input type="checkbox"/> yes	<input type="checkbox"/> no
5.2	Does your company carry out regular internal process audits?	<input type="checkbox"/> yes	<input type="checkbox"/> no
5.3	Does your company carry out regular internal product audits?	<input type="checkbox"/> yes	<input type="checkbox"/> no
5.4	Does your company initiate corrective measures from audits and is their effectiveness assessed?	<input type="checkbox"/> yes	<input type="checkbox"/> no

6 Mangement of Customer Quality Claims

Questions		Answers	
6.1	Does your company systematically record customer quality claims?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.2	Does your company work with the 8D-method for problem solving?	<input type="checkbox"/> yes	<input type="checkbox"/> no
6.3	Does your company use external service providers to support the trouble shooting, e.g. for immediate measures?	<input type="checkbox"/> yes	<input type="checkbox"/> no

7 Environmental and Energy Management

Questions		Answers	
7.1	Does your company provide a certified Environmental- or Energy Management System? → if "yes", the questions from 7.2 are omitted, if "no" please continue with question 7.2	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.1.1	If yes: According to which standard?*	<input type="checkbox"/> EG regulation Nr. 1221/2009 (EMAS III) <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 50001	
7.1.2	If yes: Who is your certification body?		
7.1.3	If not: Does your company have plans for a certification?	<input type="checkbox"/> yes when:	<input type="checkbox"/> no
7.1.4	If yes: According to which standard?	<input type="checkbox"/> EG regulation Nr. 1221/2009 (EMAS III) <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 50001	
7.1.5	Does your company have a written environmental protection or energy policy?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.2	Does your company incorporate environmental protection and energy management in the quality- or occupational safety management system?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.3	<u>For waste disposal service providers:</u> Is your company certified in accordance with the waste disposal company ordinance?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.4	<u>For laboratories, EHG companies, testing institutes, experts, etc.:</u> Are you verifiably qualified for the work to be carried out? (e.g. WHG specialist company, accreditation, certificate of expertise, etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.5	Does your company regularly check compliance with legal regulations on environmental protection and energy law?	<input type="checkbox"/> yes	<input type="checkbox"/> no

7.6	Does your company perform audits for environmental protection and energy efficiency measures?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.7	Does your company regularly examine the environmental impact and potential for increasing energy?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.8	Does your company follow written procedures for environmental protection as well as when dealing with energy?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.9	Does your company document environmental protection and energy efficiency measures and their results?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.10	has your company defined targets for improving environmental protection and energy efficiency and documented their fulfillment?	<input type="checkbox"/> yes	<input type="checkbox"/> no
7.11	Does your company regularly inform or instruct the employees on the subject of environmental protection and energy efficiency?	<input type="checkbox"/> yes	<input type="checkbox"/> no

* Please send the corresponding proofs in **one** pdf-document („year“_“company“_“umem“).

8 Safety Management

Questions		Answers	
8.1	Does your company provide a certified Health & Safety Management System acc. to ISO 45001?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
→ if “yes”, the questions from 8.2 are omitted, if “no” please continue with question 8.2			
8.1.1	If yes: Who is your certification body?		
8.1.2	If not: Does your company have plans for a certification?	<input type="checkbox"/> yes when:	<input type="checkbox"/> no
8.1.3	Does your company have a written occupational health and safety policy?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.2	Is the occupational safety management integrated?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.3	Does your company regularly check compliance with statutory health and safety regulations?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.4	Has your company defined an authorized person for occupational health and safety?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.5	Are your employees looked after by a company doctor?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.6	Does your company carry out regular risk assessments and documents them?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.7	Does your company provide regular occupational safety instructions for the employees?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.8	Does your company carry out regular audits or inspections on occupational safety?	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.9	Are your employees trained in occupational safety? (specialist for occupational safety, qualified persons for machine safety, etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> no
8.10	Does your company have a written occupational health and safety policy?	<input type="checkbox"/> yes	<input type="checkbox"/> no

* Please send the corresponding proofs in **one** pdf-document („year“_“company“_“am“).

9 Corporate Social Responsibility (CSR) / Sustainability Management

Questions		Answers	
9.1	Does your company have a responsible person for CSR / sustainability?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	9.1.1 If yes: Please specify contact person (Name, Email)		
9.2	Does your company publish a CSR / sustainability report?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.3	Does your company have a code of conduct?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.4	Has your company carried out CSR / sustainability audits in your company so far?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	9.4.1 If yes: Which ones?		
9.5	Does your company have a policy statement on respect for human rights?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.6	Has your company defined CSR / sustainability requirements for suppliers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	9.6.1 If yes: Does your company actively communicate this to the suppliers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.7	Does your company have a procedure for evaluating suppliers based on CSR / sustainability criteria?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.8	Does your company determine a carbon footprint (Corporate Carbon Footprint) for your company?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.9	Does your company determine the carbon footprint (Product Carbon Footprint PCF) for one or more products that you supply to us?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	9.9.1 If yes: For which products do you determine the PCF?		
9.10	Does your company have defined targets for reducing CO ₂ emissions?*	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.11	Does your company use a method to identify and monitor compliance with legal and regulatory requirements for the products you produce?	<input type="checkbox"/> yes	<input type="checkbox"/> no
9.12	Does your company oblige the suppliers to comply with legal and official requirements for the products?	<input type="checkbox"/> yes	<input type="checkbox"/> no

* Please send the corresponding proofs in **one** pdf-document („year“_“company“_“csr“).

10 Logistics

Questions		Answers	
10.1	Can your company receive calls via dial-up DFÜ?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.2	Does your company work with a PPS system?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.3	What delivery conditions does your company work with?	<input type="checkbox"/> delivery ex works <input type="checkbox"/> home delivery <input type="checkbox"/> store house	
10.4	Does your company have your own carriers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.5	Does your company procure packaging materials yourself?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.6	Does your company have a carrier account?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.7	Does your company work acc. to the first in – first out principle?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.8	Does your company regularly identify your delivery reliability?	<input type="checkbox"/> yes	<input type="checkbox"/> no
10.9	To what extent can your company hold safety stocks?		
10.10	What methods does your company use to ensure the traceability of your products up to the source material?		

11 Information Security

Questions		Answers	
11.1	Do you have any existing certifications for IT security in place such as ISO 27001 or TISAX®?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	11.1.1 If yes: please describe and attach documents, such as certificates.		
11.2	Does an IT security policy with information security objectives and an IT security organization with defined roles (ISO) and responsibilities exist?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.3	Is there a risk management system in place that also takes information security risks into account and derives and tracks appropriate measures?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.4	Is employee awareness and training on information security and cybersecurity being provided?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.5	Do you conduct regular internal or independent audits of information security in your company?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.6	Are your own protection needs taken into account when selecting IT service providers?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.7	Is malware protection implemented in your company and are firewall systems / security gateways in use?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	11.7.1 If yes: please describe.		

11.8	Are protective measures for mobile devices (e.g. laptops, smartphones) implemented?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	11.8.1 If yes: please describe.		
11.9	Is there access protection to buildings of IT security zones?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.10	Do emergency preparedness and management procedures exist?	<input type="checkbox"/> yes	<input type="checkbox"/> no
11.11	Do procedures and systems exist for assigning authorizations to IT systems / data?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	11.11.1 If yes: please describe.		
11.12	What monitoring options are in place (esp. in terms of event logging)? (if applicable)		

12 Export Controls

Questions		Answers	
12.1	Has the „Request From for Export Data“ been reported to KSM [Download: KSM-Homepage/Company/Purchasing/Informations and Documents/Request Form for Export Data]?	<input type="checkbox"/> yes	<input type="checkbox"/> no

KSM Approval for Export Controls:

Name (in Capital Letters): _____ **Date:** _____

Signature: _____

Notes / Comments: