



Supplier self-assessment

Definition: Supplier self-assessment regarding master data, organization and quality.

Purpose: Base for the first evaluation of the supplier.

1. General data:

Company Name	
Legal Structure	
Ownership Structure	
Commercial Register No. / registered since	
Street and Number	
PO Box	
Zip Code and City	
Country	
Phone	
Telefax	
E-Mail	
Homepage	

2. Responsible contacts

Department:	Name:	E-Mail:	Phone No.
CEO			
Quality Management			
Sales			
Purchasing			
R&D			
Engineering			
Customer Service			
Production			



3. Information on human resources / additional facilities

Total employees	
Sales	
Purchasing	
R&D / Engineering	
Quality Management	
Administration	
Production	
Site extensions / additional facilities	

4. Bank data:

Name / Address	
BIC	
IBAN	
Bank Account No.	
VAT ID No.	
Customs No. /EORI-No.	
Terms of Payment	
Terms of Delivery	

5. Turnover and insurances:

Turnover	Actual	Year-1	Year-2	Year-3
Margin in %				
Do you have product liability insurance?				<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please include the amount for:				
• Property damage:		EUR		
• Personal injury:		EUR		
• Product- financial losses:		EUR		



6. Information on QM/QA-System:

<p>1. Does your company have a certified Quality- and/or Environmental-Occupational Safety Management System according to ISO 9001, ISO/TS 16949, ISO/TS 22163, IRIS, ISO 14001, BS OHSAS 18001 or comparable standards? IF NO, continue with 3 otherwise with 2.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												
<p>2. When and by which accredited certification body was your Management System certified? (Please add a copy form the certificates)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">When? By whom?</td> <td style="width: 50%;">When? By whom?</td> </tr> <tr> <td>Certificate(s) valid until:</td> <td>Certificate(s) valid until:</td> </tr> <tr> <td>Remarks:</td> <td>Remarks:</td> </tr> <tr> <td>When? By whom?</td> <td>When? By whom?</td> </tr> <tr> <td>Certificate(s) valid until:</td> <td>Certificate(s) valid until:</td> </tr> <tr> <td>Remarks:</td> <td>Remarks:</td> </tr> </table>	When? By whom?	When? By whom?	Certificate(s) valid until:	Certificate(s) valid until:	Remarks:	Remarks:	When? By whom?	When? By whom?	Certificate(s) valid until:	Certificate(s) valid until:	Remarks:	Remarks:	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
When? By whom?	When? By whom?												
Certificate(s) valid until:	Certificate(s) valid until:												
Remarks:	Remarks:												
When? By whom?	When? By whom?												
Certificate(s) valid until:	Certificate(s) valid until:												
Remarks:	Remarks:												
<p>3. Does your company have additional manufacturing- product or process related certificates from other customers? (Please add a copy form the certificates)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">When? By whom?</td> <td style="width: 50%;">When? By whom?</td> </tr> <tr> <td>Certificate(s) valid until:</td> <td>Certificate(s) valid until:</td> </tr> <tr> <td>Remarks:</td> <td>Remarks:</td> </tr> <tr> <td>When? By whom?</td> <td>When? By whom?</td> </tr> <tr> <td>Certificate(s) valid until:</td> <td>Certificate(s) valid until:</td> </tr> <tr> <td>Remarks:</td> <td>Remarks:</td> </tr> </table>	When? By whom?	When? By whom?	Certificate(s) valid until:	Certificate(s) valid until:	Remarks:	Remarks:	When? By whom?	When? By whom?	Certificate(s) valid until:	Certificate(s) valid until:	Remarks:	Remarks:	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
When? By whom?	When? By whom?												
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Remarks:	Remarks:												
When? By whom?	When? By whom?												
Certificate(s) valid until:	Certificate(s) valid until:												
Remarks:	Remarks:												
<p>4. Does your company have a Quality Manual including documented process descriptions and procedures for quality assurance?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												
<p>Are you willing to submit it?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												
<p>5. Does your company have implemented contingency plans to ensure delivery capability even in exceptional cases (e.g. machine defect, IT breakdown, fire, ...)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												
<p>6. Do you carry out contract and feasibility reviews in the offer phase? If NO, how can you ensure that the requirements are met?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												
<p>7. Does the review include also utilization and capacity analysis?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>												



<p>8. Will you inform your customers in a defined way about changes/variations that are relevant to the nature or characteristics of the products or services you offer?</p> <p>If NO, why not?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>9. Do you also transfer the requirements and contractual conditions we impose on you to your suppliers?</p> <p>If NO, how can you ensure that the requirements are met?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>10. Are your suppliers audited, approved and continuously/ systematically measured on their quality and performance?</p> <p>Are the assessment results documented, reviewed and, if necessary, measures derived?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>11. Do you systematically inspect incoming goods and document or record the test results?</p> <p>If NO, how can you ensure that the requirements are met?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>12. Do you perform First Article Inspections (according or similar to VDA 6.2)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>13. Do you perform systematic quality inspections based on inspection plans in your manufacturing process (intermediate- final and outgoing inspections) and are the results recorded?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>14. Do you create test certificates (2.2, 3.1 according to EN 10204) or quality reports and submit it to with deliveries if required?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>15. Do you have a definition of how long quality-related documents and records are archived??</p> <p>If NO, how long they will be archived?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>16. Is a documented procedure in place to ensure that products which do not meet the requirements can't be used inadvertent, further processed or delivered?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>



<p>17. Do you have a system implemented that ensures the traceability from raw material to the final- delivered product?</p> <p>If NO, how else traceability can be ensured?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>18. Do you have a test- and measuring equipment management?</p> <p>19. Do an accredited body calibrate the testing and measuring equipment regularly according to valid standards?</p> <p>If NO, please describe your procedure!</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>20. Do you have a documented process/procedure in place for defect and complaint management?</p> <p>If NO, please describe your procedure!</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>21. Do you use quality tools (e.g. 5WHY, 8D, ...) for root cause analysis?</p> <p>If NO, which methods are used?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>22. If necessary, do you allow a person appointed by our company to carry out an audit?</p> <p>Even after prior arrangement with the participation of our customer?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

7. References (5 largest customers and percentage of turnover):

8. Product portfolio:



9. In-house manufacturing technologies and processes as well as outsourced ones:

10. Which software and data programs do you use (Operational-, ERP-, CAD-, CAQ system, ...) and with which file formats you can work with?

11. Data security:

We agree that the noted information will be saved on data carriers at Seisenbacher. We assure that the information will not be passed onto third parties.

In general copies of your company folders/presentations, organization chart and certificates must be added to it.

Company:

Name:

Date and signature:

**To be filled by Seisenbacher:**

NDA signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
Supplier self-assessment signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
Signed Supplier self-assessment reviewed and OK	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
Supplier Quality Management Guideline signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
General Terms and Conditions signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
General Terms and Conditions of Purchase signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
Packing and Logistic Guideline signed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
KSV1870 request performed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> n.a.

Approval decision :

Supplier is released: <input type="checkbox"/>	Supplier is rejected: <input type="checkbox"/>
Date:	
Signature Head of Purchasing:	

Supplier is released: <input type="checkbox"/>	Supplier is rejected: <input type="checkbox"/>
Date:	
Signature Head of Quality Management:	