

SUPPLIER SELF-ASSESSMENT

We kindly request that you fill out the Supplier Self-Assessment completely and send it to the VENTREX Purchasing Department.

In this way, we will receive an initial assessment about your company, your products and your performance. If your application should be of interest to us, we shall immediately establish contact with you.

GENERAL INFORMATION

Company name	<input type="text"/>		
Telephone	<input type="text"/>	Telefax	<input type="text"/>
Legal form	<input type="text"/>		
Internet	<input type="text"/>	E-mail	<input type="text"/>
Street	<input type="text"/>		
Postal code	<input type="text"/>	Town	<input type="text"/>
Tax ID No.	<input type="text"/>		
DUNS number	<input type="text"/>		
Founding year	<input type="text"/>		
Corporate group affiliation	<input type="text"/>		
Subsidiaries	<input type="text"/>		
Is the company a producer or a trader	<input type="text"/>		
Production locations	<input type="text"/>		
Annual sales	<input type="text"/>		
Your largest reference customers	<input type="text"/>		
	<input type="text"/>		

Main production
emphases

(Products, industries, methods)

The main work
processes

(mech. processing, casting...)

Number of machines/
systems

(Attach list)

Measurement and
testing facilities (e.g. 3D

measuring machine – attach list)

CAD/CAM systems and
available interfaces

IMDS – capable?

If yes, please provide ID

One-two-three-shift
operation

Production space (m²)

Storage space (m²)

Are ordered products also possibly manufactured by sub-contractors?

Yes

No

If yes, name your sub
contractor

BANK ACCOUNT

Financial institution

Account No.

Sort code

Swift Code

IBAN

NUMBER OF EMPLOYEES

Production	<input type="text"/>	Sales	<input type="text"/>
Quality Management	<input type="text"/>	Field manager	<input type="text"/>
Development	<input type="text"/>	Total	<input type="text"/>

CONTACT PERSONS

	Contact person	Telephone	E-mail
Management Board	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shipping	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Development	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company organigram is to be attached.

QUALITY MANAGEMENT SYSTEM / ENVIRONMENTAL MANAGEMENT SYSTEM

Does your company have a certified quality management system? Yes No

Certification according to <input type="checkbox"/>	DIN EN ISO 9001	valid until	<input type="text"/>
Certification planned <input type="checkbox"/>	DIN EN ISO 9001	by when	<input type="text"/>
Certification according to <input type="checkbox"/>	IATF 16949	valid until	<input type="text"/>
Certification planned <input type="checkbox"/>	IATF 16949	by when	<input type="text"/>

Are you familiar with the requirements of IATF16949? Yes No

Other

Does your company have a certified environmental management system? Yes No

Certification according to DIN EN ISO 14001 valid until

Certification planned DIN EN ISO 14001 by when

Other

Please attach copies of your valid certificates with your reply.

Classification of the quality capability by third parties/results of self-audits:

Parts/product groups	Date	Carried out by	Audit basis	Degree of fulfilment%	Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your quality management system is not certified, we kindly request that you answer the questions on pages 4 until 6 (Self-assessment of the quality management system).

If your environmental management system is not certified, we kindly request that you answer the questions on page 6 (Self-assessment of the environmental management system).

SELF-ASSESSMENT OF THE QUALITY MANAGEMENT SYSTEM

	Yes	No
1. Have quality targets and quality policy been formulated by the company management and is this known to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there an independent quality control in the company and has a responsible person been named by company management for quality management	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a quality management system described in a manual?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are internal audits carried out to support the continuous improvement of the processes?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
5. Are statistical methods used to measure the process capability?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are contract, ordering and amendment details checked for completeness and feasibility prior to submitting the offer?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is it ensured that the distribution of documents (drawings, delivery specifications) can be correctly controlled, in order to prevent the unintentional use of obsolete documents?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a system with which the identification and traceability of the materials and the products is ensured in all phases of the production process?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the workflows in production planned and documented in a job ticket per product? Production status checked for adherence to delivery dates?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are inspection and work instructions available for employees, as well as visualisations, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the employees trained for their respective work processes and suitably qualified – are training courses planned, carried out and documented?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is it ensured that products that do not conform are removed from the production flow or warehouse and cannot reach the customer?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is a goods issuing inspection carried out?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is a process used for the analysis of causes of errors in order to avoid repeated errors and initiate targeted corrective and preventative measures?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are production and testing facilities regularly maintained after documented planning?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is all measurement and inspection equipment calibrated according to defined intervals and the results documented?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is the calibration status identifiable for the employees who use the measurement and inspection equipment?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is software used for the administration of inspection equipment?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are possible sub-contractors that deliver materials or services qualified with respect to fulfilling the customer requirements?	<input type="checkbox"/>	<input type="checkbox"/>
20. Is there a list of approved suppliers, whose quality data are assessed at least 1x per year?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are goods receiving inspections carried out on delivered products?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
22. Is the returns processing organised (8D Report)?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are customers immediately informed about delivery date delays or other non-conformities?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are recyclable packaging materials or reusable packaging used?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is the customer satisfaction documented?	<input type="checkbox"/>	<input type="checkbox"/>

SELF-ASSESSMENT OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

	Yes	No
1. Are environmental protection measures audited on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are production processes, supply and disposal processes, as well as products regularly investigated with respect to their environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are environmental protection aspects a fixed component of your product planning?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your company adhere to defined, written environmental protection guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are environmental protection measures and results documented?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are targets defined for improving environmental protection and is their fulfilment documented?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are employees regularly informed and trained on the topic of environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you aiming at improving environmental protection with your suppliers and contractual partners?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are recyclable packaging materials or reusable packaging used?	<input type="checkbox"/>	<input type="checkbox"/>

CORRECTNESS CONFIRMED BY

Name	<input type="text"/>	Function	<input type="text"/>
Place, date	<input type="text"/>	Signature	<input type="text"/>