|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company | | | | | | | Supplier number (if known) | | | |
| Address – street / postcode / town/city / PO box / country | | | | | | | Website | | | |
| E-mail | | | |
| Production site – corporate name / town/city / country | | | | | | | Number of employees (prod. site) | | | |
| Group affiliation – corporate name / town/city / country | | | | | | | | | | |
| Contacts | | Title / name | | | E-mail | | Telephone | | | Fax |
| Company management | |  | | |  | |  | | |  |
| R&D | |  | | |  | |  | | |  |
| Production | |  | | |  | |  | | |  |
| Quality management | |  | | |  | |  | | |  |
| Sales | |  | | |  | |  | | |  |
| Purchasing | |  | | |  | |  | | |  |
| For delivery-related queries | |  | | |  | |  | | |  |
| For technical queries | |  | | |  | |  | | |  |
| Number of employees | | Total | | | Quality management | | Production | | | |
|  | | |  | |  | | | |
| Turnover / investments in € (response optional) | | Annual turnover | | | Invest. in current fiscal year | | Purchasing volume / year | | | |
|  | | |  | |  | | | |
| Your TOP 5 per category (descending order according to turnover) | | | | | | | | | | |
|  | Customer | | | Product | | | | Industry | | |
| 1. |  | | |  | | | |  | | |
| 2. |  | | |  | | | |  | | |
| 3. |  | | |  | | | |  | | |
| 4. |  | | |  | | | |  | | |
| 5. |  | | |  | | | |  | | |
| Product-related information | | | | | | | | | | |
| Do you manufacture CE-parts? | | | Yes  No | | | Do you have in-house development? | | | Yes  No | |
| Are your products REACH-compliant? | | | Yes  No | | | Are your products RoHS-compliant? | | | Yes  No | |
| Do you have management systems? If yes, which? (Please enclose certificates) | | | | | | | | | | |
| No  ISO 14001 (environment)  OHSAS 18001 (health and safety)  ISO 9001 (quality management)  ISO 50001 (energy)  Other:  ISO / TS 16949 (automotive)  EMAS (environment and energy) | | | | | | | | | | |
| You agree that we have permission to visit you with customers or perform process and product audits. | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| 1. | Do you have a quality management system conforming to ISO 9001, is it described in writing in a QM manual and has it been certified by an independent certification company?  If yes, please specify the certification company, the date when the standard was issued, certificate number and expiry date (company department, if necessary).  If no, are you working towards certification and when is this expected to be achieved?  Target date: | | Yes  No |
| Certification company |
|  |
| Standard issue date |
|  |
| Certificate number |
|  |
| Expiry date |
|  |
| The following questions must only be answered if you answered "No" for question 1. | | | |
| 2. | Do you have an organigram? |  | |
| 3. | Are the responsibilities regarding quality management clearly defined? If yes, please specify name and role. |  | |
| 4. | Have other customers already performed audits at your site? If yes, please specify the date, customer and result. |  | |
| 5. | Are new parts generally supplied with an initial sample inspection report? |  | |
| 6. | Do you have a distribution system with an amendment service and suitable archiving measures for contractual documents (signatures, standards, Q specifications, etc.)? |  | |
| 7. | What measures do you have in place for ensuring the quality of your purchased goods? |  | |
| 8. | Do you have defined measures in place for assessing and developing suppliers? If yes, which? |  | |
| 9. | Please describe the quality control methods used in your production department. |  | |
| 10. | Do you carry out final inspections and can you provide us with documented evidence of these? |  | |
| 11. | Are test results from receiving, intermediate and final inspections documented and saved? |  | |
| 12. | Is testing equipment regularly checked, the test documented and traceability to standards guaranteed? |  | |
| 13. | Are causes of faults generally determined and remedied at your site? Please describe the process. |  | |
| 14. | Do you have a training and further education program for employees? |  | |
| Signature of person responsible for the correctness of this information  Town/city, date, company stamp, signature | | Approved by KIPP quality management  Date, signature | |