|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | | | | | | | **1.0** |
| Street: |  | | | Tel.: | | |  | | | | **1.1** |
| Zip code, city: |  | | | Fax: | | |  | | | |
| P.O. Box: |  | | | E-Mail: | | |  | | | |
| Country: |  | | | Internet: | | |  | | | |
| Company status: |  | | | Number of producing locations: | | |  | | | |
| Number of domestic agents |  | | | Number of foreign agencies: | | |  | | | |
| tax identification number |  | | | Bank: | | |  | | | |
| IBAN: |  | | | SWIFT-Code (BIC): | | |  | | | |
| Product range: |  | | | | | | | | | |
| Division: | Contact person: | E-Mail | | | | Direct dial: | | | No. of employees | |  |
| General Management: |  |  | | | |  | | |  | | **1.2** |
| Sales: |  |  | | | |  | | |  | |
| Development: |  |  | | | |  | | |  | |
| Production: |  |  | | | |  | | |  | |
| Quality Management: |  |  | | | |  | | |  | |
| Materials Management: |  |  | | | |  | | |  | |
| Total employees: | | | | | | | | |  | | **1.3** |
| Company turnover in the last three years: | Year:  Turnover: | | Year:  Turnover: | | | | Year:  Turnover: | | | |  |
| How do you ensure compliance with human rights legislation in your company? | | |  | | | | | | | |  |
| Has a QM system been introduced in your company? | | | yes: | |  | | | no: | |  | **1.4** |
| Has an EM system been introduced in your company? | | | yes: | |  | | | no: | |  |  |
| Is your company certified? | | | yes: | |  | | | no: | |  | **1.5** |
| If so, according to which standard(s)? | | |  | | | | | | | |
| If not, do plans exist to obtain certification? | | | yes: | |  | | | no: | |  |  |
| Would you permit us to perform an audit in your company? | | | yes: | |  | | | no: | |  | **1.6** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcontractors** | | | | **2.0** |
| Number of subcontractors: |  | | | **2.1** |
| Do you perform regular assessments of your subcontractors? | yes |  | Description of realizition: | **2.2** |
| partially |  |
| no |  |
| Do you perform receiving inspections of delivered products? | yes |  | Description of realizition: | **2.3** |
| partially |  |
| no |  |
| Are NC.-Reports communicated with the Subcontractors and the corrective action checked? |  | | | **2.4** |
| **Measuring and monitoring devices** | | | | **3.0** |
| Which measuring and monitoring devices exist in your company? e.g. 3-D measuring machine  Function test rig  Material testing devices  EMC test station |  | | | **3.1** |
| Does regular control of measuring and monitoring devices take place? | yes |  | Description of realizition: | **3.2** |
| partially |  |
| no |  |
| **Prevention** | | | | **4.0** |
| Are tests and inspections planned, documented and archived? | yes |  | Description of realizition: | **4.1** |
| partially |  |
| no |  |
| Are non-conformance and failure quotas regularly determined? | yes |  | Description of realizition: | **4.2** |
| partially |  |
| no |  |
| Is preventive maintenance performed on production facilities? | yes |  | Description of realizition: | **4.3** |
| partially |  |
| no |  |
| Are regular machine capability studies performed? | yes |  | Description of realizition: | **4.4** |
| partially |  |
| no |  |
| Is the answer of a NC.-Report in form of an 8D-Report? | yes |  | Description of realizition: | **4.5** |
| partially |  |
| no |  |
| **Development** | | | | **5.0** |
| Are developments systematically planned, documented, released and archived (e.g. FMEA, QFD etc.)? | yes |  | Description of realizition: | **5.1** |
| partially |  |
| no |  |
| **Production** | | | | **6.0** |
| Which production technologies do you use? |  | | | **6.1** |
| What is the average age of your production machines? |  | | | **6.2** |
| Which ESD measures are implemented in your company?. only required when processing components at risk from electrostatic discharge |  | | | **6.4** |
| Are your products marked at every stage of the realization process? Progress, reworking, scrap | yes |  | Description of realizition: | **6.5** |
| partially |  |
| no |  |
| Are your products unambiguously identifiable?  Part numbers, serial numbers | yes |  | Description of realizition: | **6.6** |
| partially |  |
| no |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does product liability insurance exist to cover potential damage? | | yes |  | Description of realizition: | | | **6.7** |
| partially |  |
| no |  |
| Does a workload planning, work preparation and production planning system exist to secure the delivery reliability? | | yes |  | Description of realizition: | | | **6.8** |
| partially |  |
| no |  |
| **Logistics** | | | | | | | **7.0** |
| Delivery cycles: | | daily |  | Description of realizition: | | | **7.1** |
| weekly |  |
| flexile |  |
| Just in time: | | yes |  | Description of realizition: | | | **7.2** |
| partially |  |
| no |  |
| Exchange containers: (Kanban) | | yes |  | Description of realizition: | | | **7.3** |
| partially |  |
| no |  |
| Processing through service providers  (e.g. C part management): | | yes |  | Description of realizition: | | | **7.4** |
| partially |  |
| no |  |
| Consignment stock: | | yes |  | Description of realizition: | | | **7.5** |
| partially |  |
| no |  |
| **Environmental management** | | | | | | | **8.0** |
| Is an up-to-date hazardous materials index maintained? | | yes |  | Description of realizition: | | | **8.1** |
| partially |  |
| no |  |
| Do you use exclusively environmentally compatible packaging material? | | yes |  | Description of realizition: | | | **8.2** |
| partially |  |
| no |  |
| Do you use reusable packaging? | | yes |  | Description of realizition: | | | **8.3** |
| partially |  |
| no |  |
| **Continious improvement process (CIP)** | | | | | | | **9.0** |
| Has a continuous improvement process been introduced in your company? | | yes |  | Description of realizition: | | | **9.1** |
| partially |  |
| no |  |
| **Additional notes:** | | | | | | |  |
|  | | | | | | |  |
| **completed by:** |  | | | | **Date:** |  |  |
| **obtained by:** |  | | | | **Date:** |  |  |