



1. Information concerning (products, product line, unit, factory)

2. Information on supplier

Company				DUNS No.	
Zip code		City			
Street			Country		
Telephone		Fax			
Web Site	www.				

Contact person	Name	Telephone	Fax	E-mail
Senior Management				
Production				
Logistics				
Sales				
Development				
Quality				
Product Safety Officer				
Environ. Protection				
Accounting				

Employees	No. of white collar employees	Sales in EUR (last year)	Sales in EUR (Budget)

3. Customer Information

Customers (5 most important)	Percentage of sales
	> 15% yes <input type="checkbox"/>
	> 15% yes <input type="checkbox"/>
	> 15% yes <input type="checkbox"/>
	> 15% yes <input type="checkbox"/>
	> 15% yes <input type="checkbox"/>



4. Product/manufacturing structure

Products	
Processing capabilities	
Laboratory / Equipment / Measuring & Testing Devices	

5. Quality management/certification

yes **no**

Is your company's QM system certified by an independently accredited organization (or alternatively recognized by IATF?)

IATF 16949 VDA 6.1 ISO 9001

Please attach copies of the certificate. If there are any changes to the status e.g. new certificates or loss of certification, **WKW.group** is to be automatically informed at once.

yes **no**

Has your company been audited by a customer during the last 12 months?

Customer	Result
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yes **no**

Please answer the following questions if you do not have a certificate

Have you installed a quality management system?

Is the QM system described in a manual?

Which standard does the manual conform to?

Certification is scheduled for

Does a company-wide concept for quality assurance and promotion exist?

Are internal audits carried out regularly?

Does a written quality agreement with suppliers exist?

Do the deliveries come with a test certificate if requested?

Are process changes that influence quality notified to the customers in good time?

Do documented procedures ensure that defect prevention measures are implemented immediately in the event of justified complaints and deviations from the specifications?



6. Environmental management

yes **no**

Has your company's environmental management system been certified by an independently accredited organization?

ISO 14001 / EMAS Please attach a copy of the certificate

Does your company comply with all statutory and official demands on environmental protection at your production facility?

Please answer the following questions if you do not have a certificate

	yes	no
Have you installed an environmental management system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the environmental management system described in a manual?	<input type="checkbox"/>	<input type="checkbox"/>
Which standard does the manual conform to?		
Certification is scheduled for	<input type="checkbox"/>	<input type="checkbox"/>
Is there another management system (QA, health & safety in the workplace) that includes environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
Does environmental protection include documented directives for orientation (environmental policies / directives)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there defined objectives for improving environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
Are internal audits carried out regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are environmental measures and their results documented?	<input type="checkbox"/>	<input type="checkbox"/>
Are production/supply/disposal processes and products examined for their environmental impact?	<input type="checkbox"/>	<input type="checkbox"/>
Are environmental protection aspects an integral part of product planning?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees regularly receive environmental protection training/information?	<input type="checkbox"/>	<input type="checkbox"/>
Do suppliers and sub-contractors pursue environmental protection improvement objectives?	<input type="checkbox"/>	<input type="checkbox"/>

7. Health & Safety in the Workplace

Has your company's Health & Safety System been certified by an independently accredited organization?

OHSAS 18001 Other Please attach a copy of the certificate

yes **no**

Have you introduced a Health & Safety management system as per the requirements of OHSAS 18001?

Certification is scheduled for...

8. Energy management

Ja **Nein**

as your Energy Management System been certified by an independently accredited organization?

ISO 50001 / EMAS DIN EN 16247-1 Testat 1449 Please attach a copy of the certificate

Has your Energy Management System been certified by an independently accredited organization?

Certification is scheduled for...



9. Communication modes

State your main IT communication modes and systems (CAD, CAM, CAQ, PPS, SAP, remote data transmission)

Which messages are you able to exchange by EDI?

VDA 4905 VDA 4913 Other

yes no

If you are not able to exchange EDI-messages, are you prepared to use WEB-EDI via a supplier platform?

yes no

Do you apply the credit note method with your customers?

10. Insurances

Public- and Product Liability

Sum insured bodily injury: _____ \$

Sum insured property damage: _____ \$

Sum insured extended product liability: _____ \$

Insurance company (oder insurer): _____ expiry date: _____

Yes No

Mounting and dismounting costs for car components?

Testing and sorting costs insured?

Claims in USA/Kanada included?

Commission Processing:

Damage to the products of the WKW automotive Group included?

Automotive-Product Recall liability insurance

Sum insured each recall: _____ \$

Insurance company (or insurer): _____ expiry date: _____

Yes No

Testing and sorting costs insured?

Mounting and dismounting costs for car components outside accident prevention insured?

Claims in USA/Kanada included?

Property Damage

Sum insured: _____ \$

Insurance company (or insurer): _____ expiry date: _____

Property Damage incl. Business Interruption?

Yes No

The specified insurance coverage is required to be in effect as long as your company is delivering parts to **WKW.group**.

If there are any changes to the insurance coverage, **WKW.group** must be notified in written form immediately.

It is the responsibility of the Vendor to ensure that **WKW.group** has valid certificates of insurances on hand at all times.



11. Financial data

Basel II rating as per VDA/Bank*	Rating by

* Please attach current balance sheet or provide the following data if you do not have a rating

Tangible assets		Equity	
Financial investment assets		Reserves	
Inventory		Liabilities due to banks	
Accounts receivable		How much up to 1 year?	
Liquid funds		Accounts Payable	
		Other liabilities	

12. Comments and supplementary information

Position Name in capital letters

Date Signature

Eingang [WKW.group](#) Zentraleinkauf: (Do not fill out by Supplier!)

Einstufung: Besuch erforderlich Audit erforderlich

bedingt freigegeben freigegeben

Bemerkungen:

Datum:

Unterschrift: